



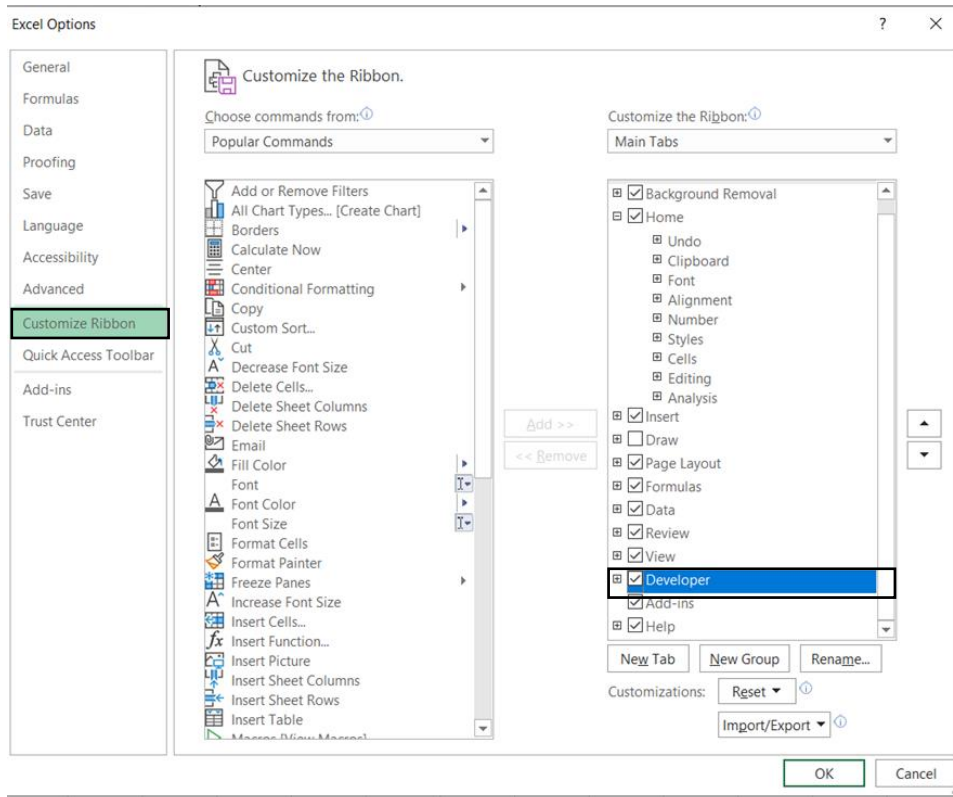
Creating a Checklist in Microsoft Excel

Here's how you use it:

1. Open Microsoft Excel.
2. Make sure you have access to the **Developer** tab. You can access this by customizing the ribbon:
 - a. On the left side, at the bottom of the screen, click **Options**.



b. Click **Customize Ribbon**.



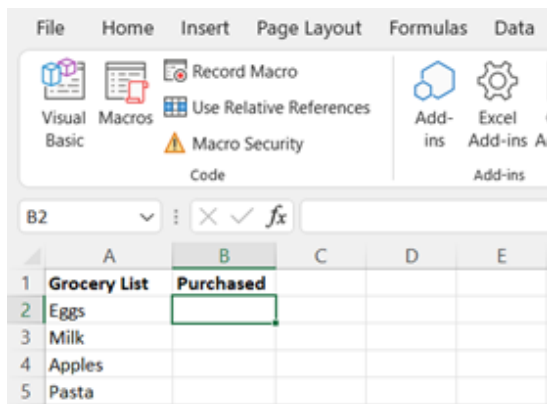
c. On the right side, under “Customize the Ribbon,” make sure “Main Tabs” is selected.

d. Check the box next to **Developer**.

e. Click **OK** and close the **Options** window.

3. Open a new workbook.

4. Add the list items you want to use in your checklist as well as any row or column headers you may need.

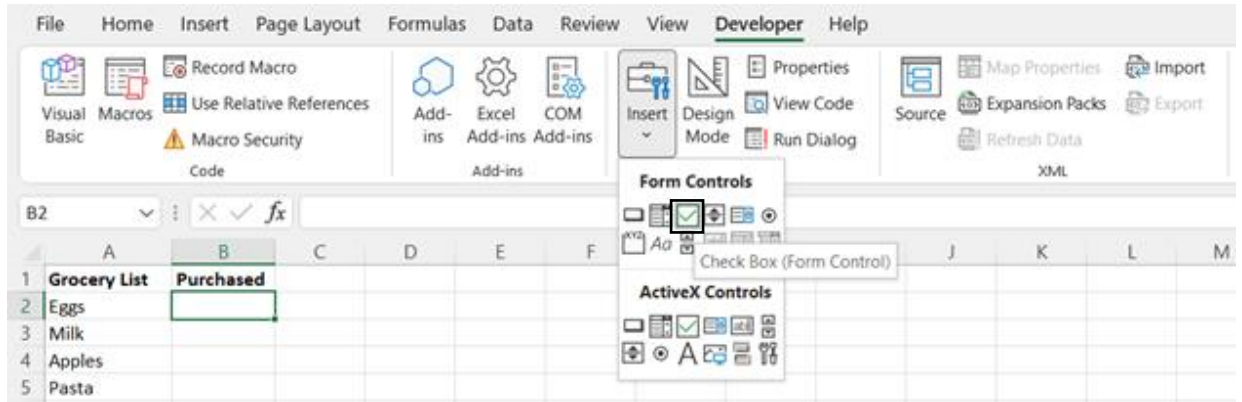


5. Add check boxes for your list items:

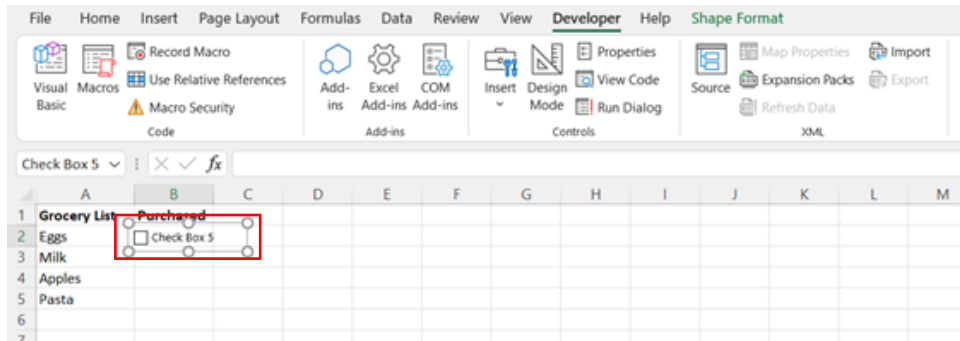
a. Go to an item on your list and click the cell next to it (ie, where you want a checkbox).

b. Click on the **Developer** tab.

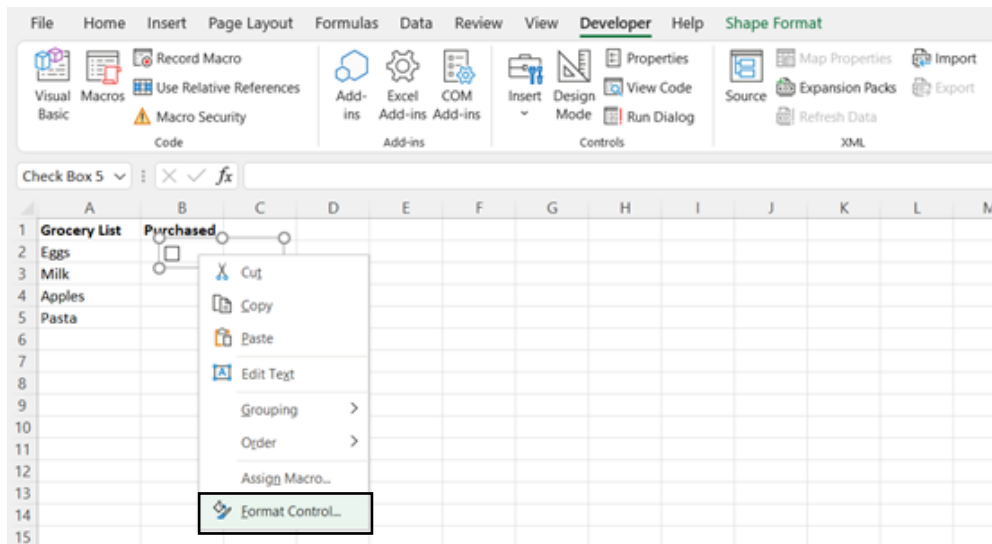
- c. Under the **Insert** drop-down menu, select the Check Box (Form Control) under the “Form Controls” category.



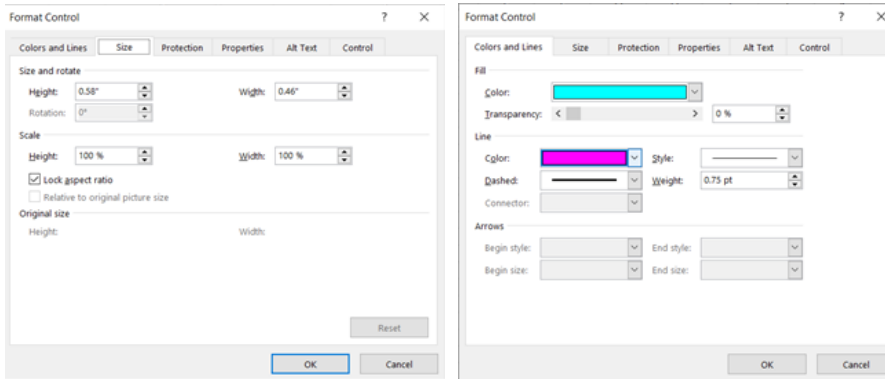
- d. Your cursor will change to crosshairs. Click where you want the checkbox to be displayed and when the checkbox icon appears, release.



- 6. The checkbox automatically adds placeholder text to the right of it, but the text can easily be deleted or edited by clicking on it.
- 7. Format your checkboxes as needed.
 - a. Right-click the checkbox and select **Format Control**.



b. In the **Format Control** menu, you can change the size and color of the checkboxes.



c. In the example below, the size and color of the checkbox was changed.

