





## Option Buttons

Option buttons, also known as radio buttons, allow users to select a single option from a predefined set of choices. They are ideal for situations where only one option can be selected, such as choosing a gender or a payment method.

### Creating Option Buttons

1. Select the cells where you want to insert the option buttons.
2. Go to the "Developer" tab in the Excel ribbon.
3. Click on the "Insert" button in the "Forms" group.
4. Select "Option Button" from the drop-down menu.

### Formatting Option Buttons

To format option buttons, right-click on any of the buttons and select "Format Control". In the "Format Control" dialog box, you can customize the following settings:

- **Linked cell:** Specify the cell where the selected option will be stored.
- **Caption:** Set the label for the option button.
- **Value:** Assign a value to the option, which will be stored in the linked cell when the button is selected.
- **Size and position:** Adjust the size and position of the option button.

## Check Boxes

Check boxes allow users to select multiple options from a set of choices. They are commonly used for tasks such as selecting preferences or indicating completion of tasks.

### Creating Check Boxes

1. Select the cells where you want to insert the check boxes.
2. Go to the "Developer" tab in the Excel ribbon.
3. Click on the "Insert" button in the "Forms" group.
4. Select "Check Box" from the drop-down menu.

### Formatting Check Boxes

To format check boxes, right-click on any of the boxes and select "Format Control". In the "Format Control" dialog box, you can customize the following settings:

- **Linked cell:** Specify the cell where the checked state of the box will be stored.
- **Caption:** Set the label for the check box.
- **Value:** Assign a value to the check box, which will be stored in the linked cell when the box is checked.
- **Size and position:** Adjust the size and position of the check box.

### Combo Boxes

Combo boxes combine a text box with a drop-down list, providing users with the flexibility to select an item from the list or enter their own value.

## Creating Combo Boxes

1. Select the cell where you want to insert the combo box.
2. Go to the "Developer" tab in the Excel ribbon.
3. Click on the "Insert" button in the "Forms" group.
4. Select "Combo Box" from the drop-down menu.

## Formatting Combo Boxes

To



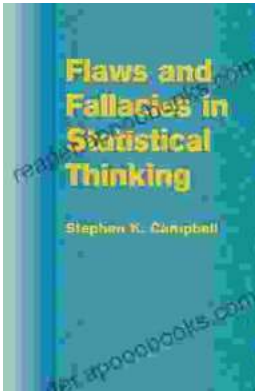
### Microsoft Excel Option Button, Check Box, Combo Box, List Box and Spin Button (Form Controls)

by Kenny L Keys

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