

Microsoft Excel Option Button Check Box Combo Box List Box And Spin Button Form

Microsoft Excel is a powerful spreadsheet program that allows you to create and edit spreadsheets. Spreadsheets are used to store and organize data, and they can also be used to perform calculations and create charts and graphs.



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

by Kenny L Keys

★★★★☆ 4 out of 5

Language : English
File size : 1801 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 31 pages
Lending : Enabled



Excel offers a variety of form controls that you can use to create interactive spreadsheets. These controls include option buttons, check boxes, combo boxes, list boxes, and spin buttons.

Option Buttons

Option buttons are used to create a group of mutually exclusive choices. When you click on one option button, the other option buttons in the group

are automatically deselected.

To create an option button, select the **Developer** tab and click on the **Insert** button. Then, click on the **Option Button** tool and draw a rectangle on your spreadsheet.



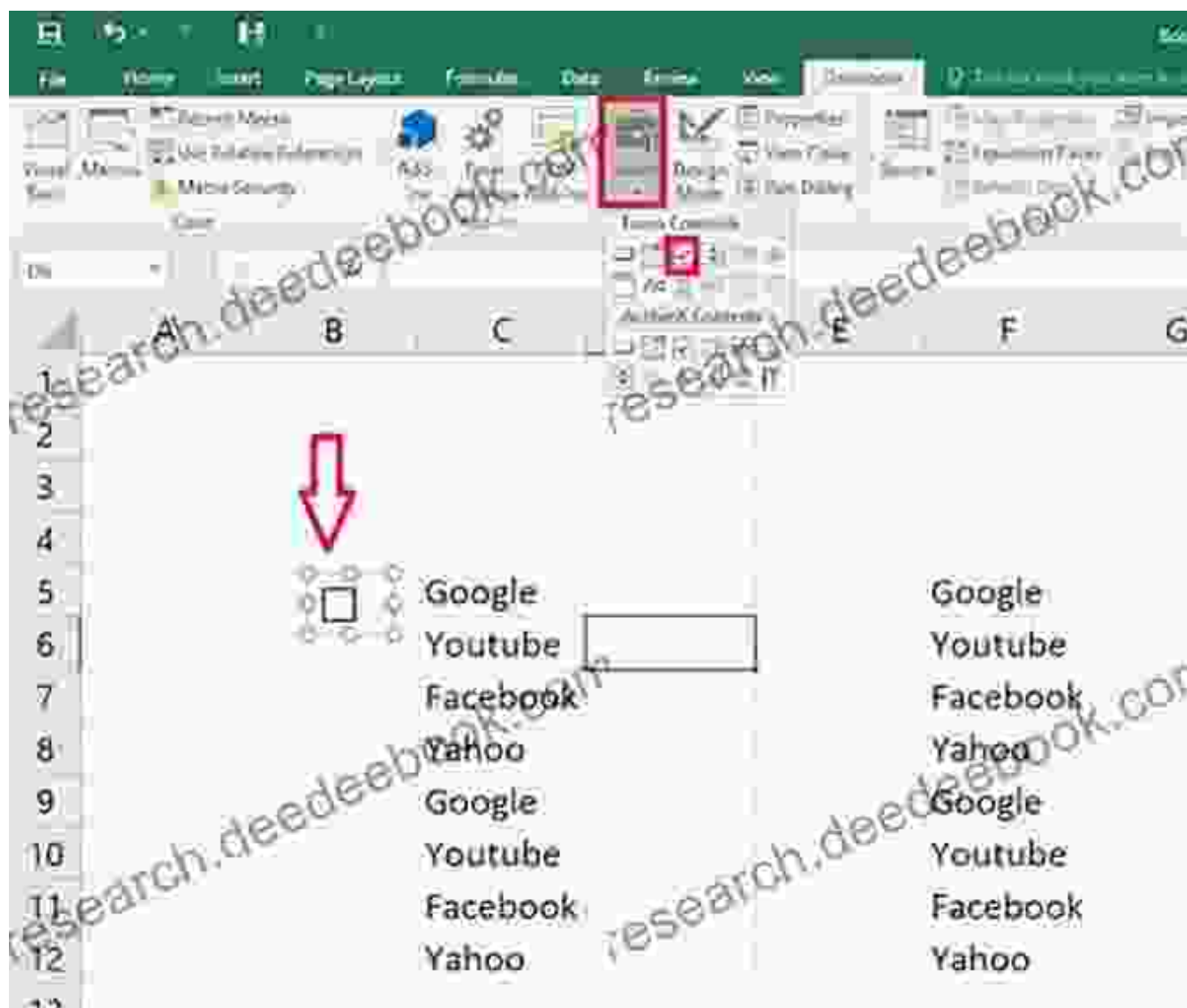
Once you have created an option button, you can right-click on it and select **Properties** to change its properties.

Check Boxes

Check boxes are used to create a group of non-mutually exclusive choices. When you click on a check box, it is either checked or unchecked. You can select multiple check boxes in a group.

To create a check box, select the **Developer** tab and click on the **Insert** button. Then, click on the **Check Box** tool and draw a rectangle on your

spreadsheet.

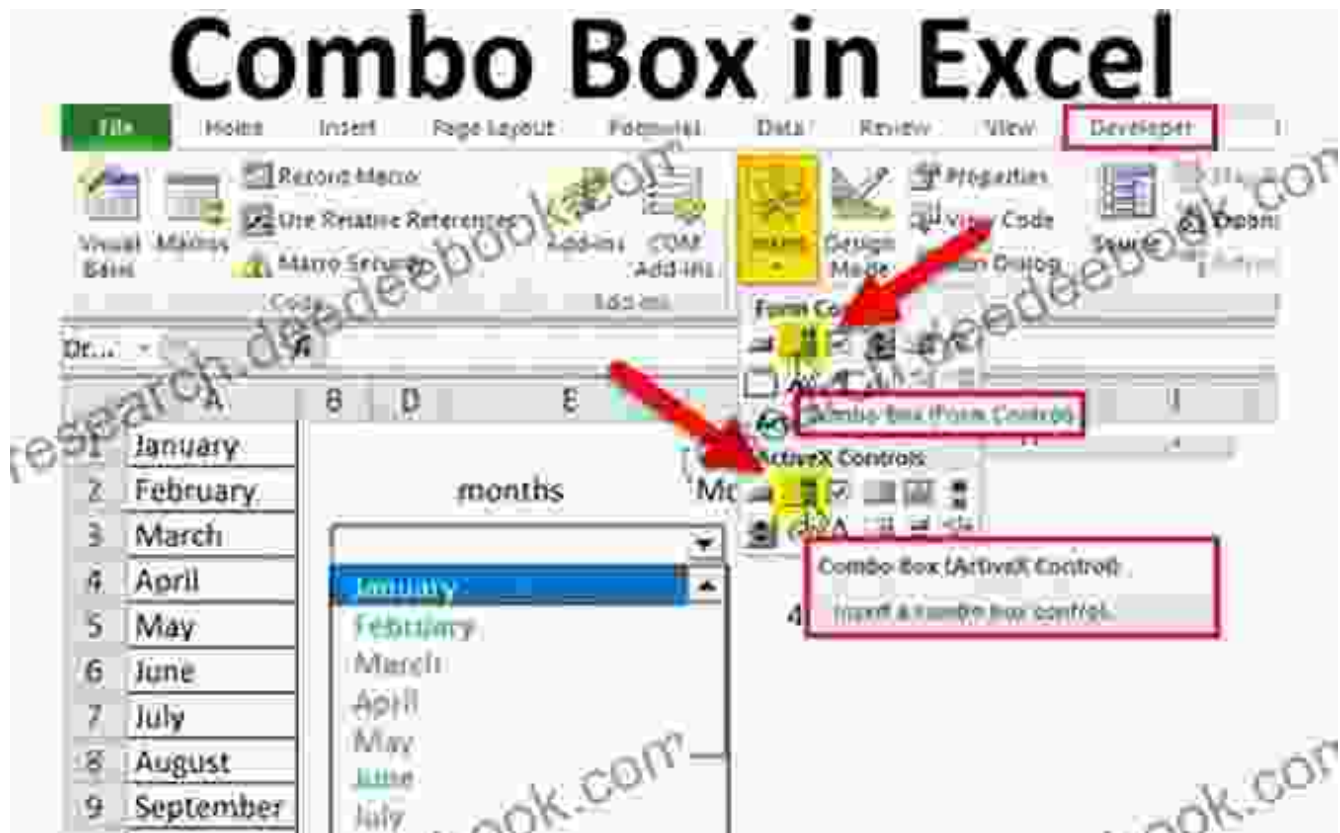


Once you have created a check box, you can right-click on it and select **Properties** to change its properties.

Combo Boxes

Combo boxes are a combination of a text box and a drop-down list. They allow you to either type in a value or select a value from the list.

To create a combo box, select the **Developer** tab and click on the **Insert** button. Then, click on the **Combo Box** tool and draw a rectangle on your spreadsheet.



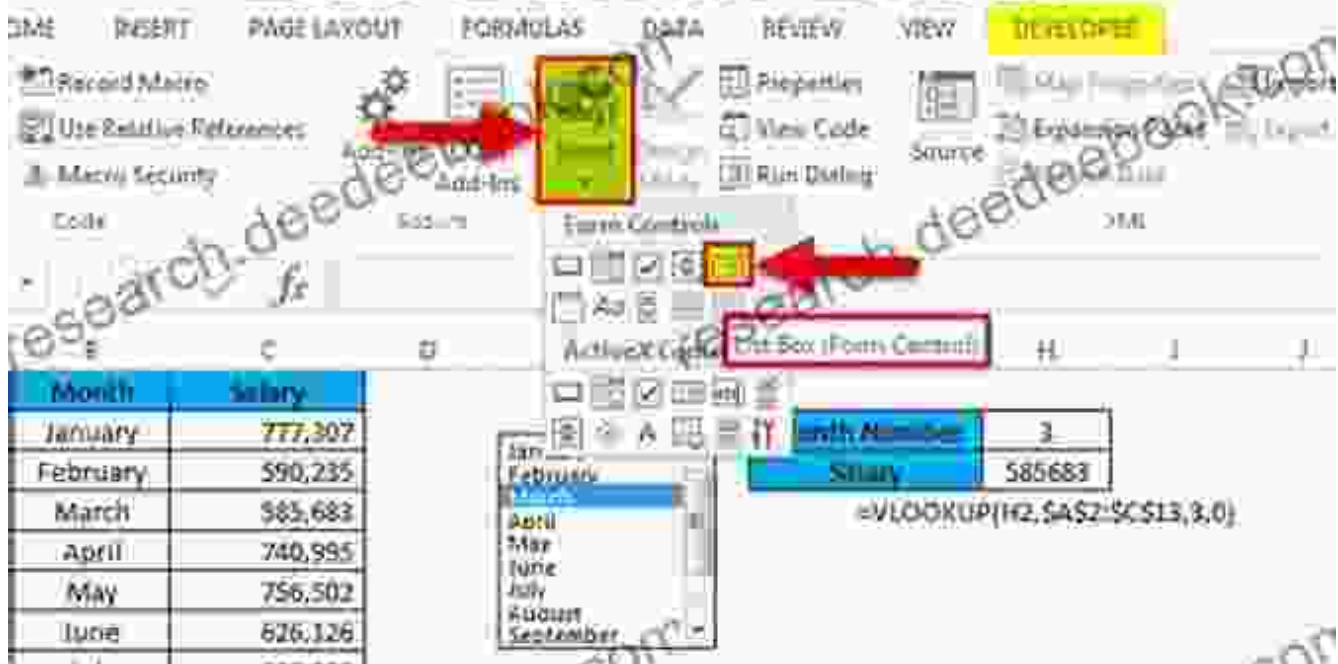
Once you have created a combo box, you can right-click on it and select **Properties** to change its properties.

List Boxes

List boxes are similar to combo boxes, but they do not allow you to type in a value. You can only select a value from the list.

To create a list box, select the **Developer** tab and click on the **Insert** button. Then, click on the **List Box** tool and draw a rectangle on your spreadsheet.

List Box in Excel



Once you have created a list box, you can right-click on it and select **Properties** to change its properties.

Spin Buttons

Spin buttons are used to increase or decrease a value. They are often used to control the value of a cell.

To create a spin button, select the **Developer** tab and click on the **Insert** button. Then, click on the **Spin Button** tool and draw a rectangle on your spreadsheet.



Once you have created a spin button, you can right-click on it and select **Properties** to change its properties.

Form controls can be used to create interactive spreadsheets that are easy to use and navigate. By understanding how to use option buttons, check boxes, combo boxes, list boxes, and spin buttons, you can create spreadsheets that are both powerful and user-friendly.



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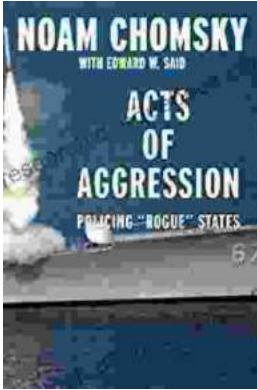
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