

5 Useful Ways to Use Excel's Checkbox Feature

Checkboxes in Excel are an under-utilized gem. They may seem simple, but their versatility allows you to easily organize and track many different aspects of your life.

Here are 5 useful ways to use Excel's Checkbox feature.

1. Task Tracking

As a writer who has to juggle multiple posts each month, creating a checklist in Excel helps you keep track of everything. With checkboxes, you can easily mark tasks as completed, ensuring nothing gets overlooked.

	A	B	C	D	E	F	G	H
1	Task Description	Due Date	Completed					
2	Task 1	1/10/2024	<input checked="" type="checkbox"/>					
3	Task 2	5/10/2024	<input checked="" type="checkbox"/>					
4	Task 3	10/10/2024	<input checked="" type="checkbox"/>					
5	Task 4	15/10/2024	<input type="checkbox"/>					
6	Task 5	20/10/2024	<input type="checkbox"/>					
7								
8								
9								
10								
11								
12								

Additionally, you can strikethrough items using conditional formatting to make completed tasks more obvious. This can apply to all to-do lists, including grocery shopping checklists, inventory, event planning, maintenance, or project timelines.

2. Plan the event

Event planning can be a logistical nightmare, but Excel turns it into something manageable. You can use it countless times to track the progress of tasks for weddings and parties. Along with checkboxes, you can easily use filters in Excel to see this information at a glance.

Category	Task	Deadline	Budget	Notes	Completed
Venue	Book venue	1/12/2024	\$5,000	Confirm availability	<input checked="" type="checkbox"/>
	Visit venue for inspection	15/12/2024	-	Schedule appointment	<input type="checkbox"/>
Catering	Select caterer	1/1/2025	\$3,000	Taste test required	<input type="checkbox"/>
	Finalize menu	15/01/2025	-	Include vegetarian options	<input checked="" type="checkbox"/>
Invitations	Design invitations	1/2/2025	\$500	Review drafts	<input type="checkbox"/>
	Send out invitations	15/02/2025	-	Collect addresses	<input type="checkbox"/>
Attire	Choose wedding dress	1/3/2025	\$2,000	Schedule fittings	<input type="checkbox"/>
	Select groom's attire	1/3/2025	\$1,000	Coordinate with groomsmen	<input type="checkbox"/>
Photography	Hire photographer	1/4/2025	\$2,500	Review portfolio	<input checked="" type="checkbox"/>
	Create shot list	15/04/2025	-	Include family photos	<input type="checkbox"/>
Miscellaneous	Book honeymoon	1/5/2025	\$4,000	Research destinations	<input type="checkbox"/>
	Arrange transportation	15/05/2025	\$1,000	Confirm with vendor	<input type="checkbox"/>

Once you create a header row at the top, you can easily filter out which tasks are complete or incomplete based on whether the checkbox is checked (True) or not (False).

Category	Task	Deadline	Budget	Notes	Completed
Venue	Book venue	1/12/2024	\$5,000	Confir	<input checked="" type="checkbox"/>
	Visit venue for inspection	15/12/2024	-	Sched	<input type="checkbox"/>
Catering	Select caterer	1/1/2025	\$3,000	Taste	<input type="checkbox"/>
	Finalize menu	15/01/2025	-	Includ	<input checked="" type="checkbox"/>
Invitations	Design invitations	1/2/2025	\$500	Review	<input type="checkbox"/>
	Send out invitations	15/02/2025	-	Collec	<input type="checkbox"/>
Attire	Choose wedding dress	1/3/2025	\$2,000	Sched	<input type="checkbox"/>
	Select groom's attire	1/3/2025	\$1,000	Coord	<input type="checkbox"/>
Photography	Hire photographer	1/4/2025	\$2,500	Review	<input checked="" type="checkbox"/>
	Create shot list	15/04/2025	-	Includ	<input type="checkbox"/>
Miscellaneous	Book honeymoon	1/5/2025	\$4,000	Resea	<input type="checkbox"/>
	Arrange transportation	15/05/2025	\$1,000	Confir	<input type="checkbox"/>

3. Keep track of your family budget

Excel is a great tool for creating a household budget, allowing you to track your expenses easily. Use Checkboxes along with the SUMIF function to see how much is left in your total budget and then plan accordingly. The way it's set up is that whenever you check a budget item, the cost of that item is automatically subtracted from your total budget.

See the screenshot below of a budget template created for this example:

Expense	Cost	Paid
Rent	\$1,200.00	<input type="checkbox"/>
Utilities	\$200.00	<input type="checkbox"/>
Groceries	\$300.00	<input type="checkbox"/>
Internet	\$60.00	<input type="checkbox"/>
Streaming	\$10.00	<input type="checkbox"/>
Phone Bill	\$50.00	<input type="checkbox"/>
Insurance	\$150.00	<input type="checkbox"/>
Car Payment	\$400.00	<input type="checkbox"/>
Misc	\$150.00	<input type="checkbox"/>
Total	\$2,520.00	
Remaining Budget	\$2,520.00	

Then enter the formula below in cell **B12** so that when the check box is checked, the remaining budget will decrease:

`=B11-SUMIF(C2:C10,TRUE,B2:B10)`

The formula will sum the values ??from **B2** to **B10** if the values ??of the corresponding cells in the next column (**C2** to **C10**) are TRUE. For example, if **C2** is **TRUE** , **B2** will be included in the calculation, and so on. The result of the formula will then be subtracted from the total budget (**B11**), giving us the remaining budget.

	A	B	C	D	E	F	G	H
1	Expense	Cost	Paid					
2	Rent	\$1,200.00	<input checked="" type="checkbox"/>					
3	Utilities	\$200.00	<input type="checkbox"/>					
4	Groceries	\$300.00	<input checked="" type="checkbox"/>					
5	Internet	\$60.00	<input type="checkbox"/>					
6	Streaming	\$10.00	<input checked="" type="checkbox"/>					
7	Phone Bill	\$50.00	<input type="checkbox"/>					
8	Insurance	\$150.00	<input type="checkbox"/>					
9	Car Payment	\$400.00	<input type="checkbox"/>					
10	Misc	\$150.00	<input type="checkbox"/>					
11	Total	\$2,520.00						
12	Remaining Budget	\$1,010.00						

4. Create a goal tracker

Goals are easier to track when they're visual. You can use Excel not only to track your goals, but also to auto-complete checkboxes as you reach them.

In the screenshot below, the author has set up a simple goal tracker with a goal column (B) and a progress column (C). The corresponding checkbox will be checked whenever the progress reaches or exceeds the goal.

	A	B	C	D	E	F
1	Goal	Target	Progress	Status		
2	Read 10 Books	10	9	<input type="checkbox"/>		
3	Run 100 miles	100	75	<input type="checkbox"/>		
4	Save \$5000	\$5,000	\$3,000	<input type="checkbox"/>		
5	Complete Course	1	0	<input type="checkbox"/>		
6	Lose 10 lbs	10	8	<input type="checkbox"/>		
7						
8						
9						
10						
11						
12						

For example, if we complete the goal of Read 10 books (row 2) and update the value of C2 to 10, the corresponding checkbox will be checked. Here is the formula entered in **D2** (the cell with the checkbox):

`=IF(C2>=B2,TRUE,FALSE)`

Then apply the formula to other cells so that their checkboxes are also checked when the goal is reached. You can also make it more appealing with conditional formatting to visually highlight that the goal has been checked.

	A	B	C	D	E	F
1	Goal	Target	Progress	Status		
2	Read 10 Books	10	10	<input checked="" type="checkbox"/>		
3	Run 100 miles	100	75	<input type="checkbox"/>		
4	Save \$5000	\$5,000	\$3,000	<input type="checkbox"/>		
5	Complete Course	1	0	<input type="checkbox"/>		
6	Lose 10 lbs	10	8	<input type="checkbox"/>		
7						
8						
9						
10						
11						
12						

5. Create a training challenge

To tackle your sedentary lifestyle, you can create an exercise challenge and use checkboxes in Excel to track your progress as a percentage of completion. This way, you can see how close or far you are to your goal. This is much more motivating than just looking at the checked checkboxes.

For this function, let's look at some examples of walking exercises performed weekly.

	A	B	C	D	E
1		Weekly Walking Exercises			
2	<input type="checkbox"/>	10,000 steps			
3	<input type="checkbox"/>	30-minute brisk walk			
4	<input type="checkbox"/>	10-minute walk at home YouTube video	https://www.youtube.com/watch?v=T		
5	<input type="checkbox"/>	2-mile jog			
6	<input type="checkbox"/>	30-minute walk at home YouTube video	https://www.youtube.com/watch?v=e		
7	<input type="checkbox"/>	30-minute slow walk			
8	Progress		0%		
9					
10					
11					
12					

Use the following formula to display progress (**B8**) when a checkbox is checked:

```
=COUNTIF ( A2 : A7 , TRUE ) / COUNTA ( A2 : A7 )
```

The first part of the formula, COUNTIF, counts the range of checkboxes if they have a value of TRUE (checked). The formula then divides the result by the total number of checkboxes from COUNTA.

	A	B	C	D	E
1		Weekly Walking Exercises			
2	<input checked="" type="checkbox"/>	10,000 steps			
3	<input checked="" type="checkbox"/>	30-minute brisk walk			
4	<input type="checkbox"/>	10-minute walk at home YouTube video	https://www.youtube.com/watch?v=I		
5	<input type="checkbox"/>	2-mile jog			
6	<input checked="" type="checkbox"/>	30-minute walk at home YouTube video	https://www.youtube.com/watch?v=e		
7	<input checked="" type="checkbox"/>	30-minute slow walk			
8	Progress		67%		
9					
10					
11					
12					

Pair them with formulas and conditional formatting, and you can track anything—goals, budgets, workout challenges, and more. If you want to take things a step further, you can create progress bars or other visual aids for even more dynamic tracking. With just a little Excel knowledge, spreadsheets can become a powerful tool for organizing your life.

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