

# How to create checkboxes in Google Sheets - Managing content on Google Sheets

Adding checkboxes to optional list data in Google Sheets makes it easier for users to manage content.

Creating checkboxes in Google Sheets allows you to quickly create surveys directly within your data. Alternatively, creating checklists in Google Sheets makes it easier to summarize information by counting the number of checkboxes. Creating checkboxes in Google Sheets is very simple, with several methods as outlined in the guide below.

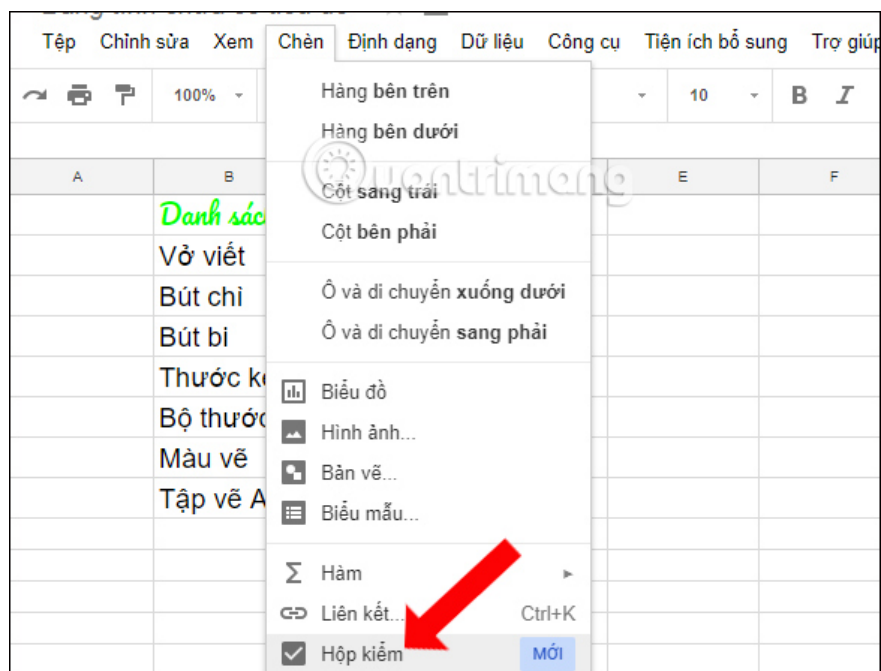
## 1. How to insert a tick box in Google Sheets using Checkboxes

### Step 1:

You can log into Google Sheets and enter the content you want to create a checkbox for, or create a checkbox first and then insert the content.

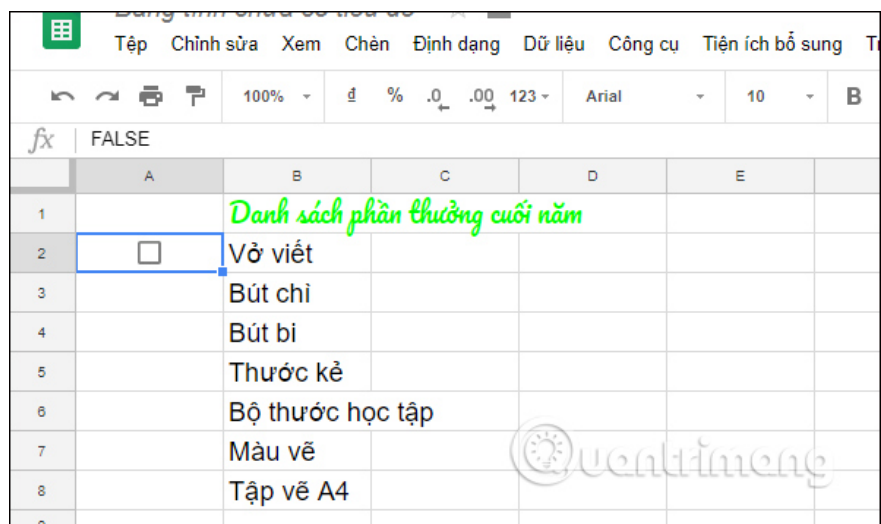


Next, select the content you want to insert the checkbox into, then click **Insert** on the toolbar and click **Checkbox**.



## Step 2:

Immediately afterwards, we will see a checkbox appear next to the selected content.



To add more checkboxes to the remaining content, scroll down to the remaining boxes or click copy.

To adjust the size of these checkboxes, you need to adjust the font size using the toolbar. If you want to delete a checkbox, simply select it and then press the Delete key.

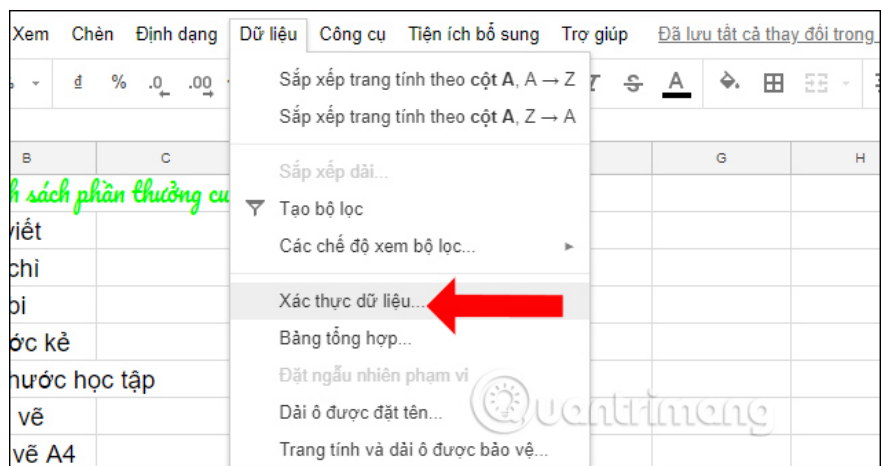
	A	B	C	D	E	F
1		Danh sách phần thưởng cuối năm				
2	<input type="checkbox"/>	Vở viết				
3	<input type="checkbox"/>	Bút chì				
4	<input type="checkbox"/>	Bút bi				
5	<input type="checkbox"/>	Thước kẻ				
6	<input type="checkbox"/>	Bộ thước học tập				
7	<input type="checkbox"/>	Màu vẽ				
8	<input type="checkbox"/>	Tập vẽ A4				
9						

## 2. Insert Google Sheets checkboxes using Data Validation

Additionally, Google Sheets allows you to change custom values ??with checkboxes. For example, a checkbox assigned the value TRUE will be checked, while an unchecked checkbox will be assigned the value FLASE.

### Step 1:

Select the checkbox containing the value you want to change, then click on **the Data item** in the toolbar, and select **Data validation...** .





### Step 2:

In the new interface, check the box " **Use custom cell values** ". Enter the custom cell value in the "Ticked" and "Unticked" fields.

Then press **the Save button** to save it.

Xác thực dữ liệu

Dải ô: 'Trang tính1'!A3 

Tiêu chí: Hộp kiểm 



Sử dụng giá trị ô tùy chỉnh

Đã chọn: TRUE

Đã bỏ chọn: FALSE

Đối với dữ liệu không hợp lệ:  Hiển thị cảnh báo  Từ chối dữ liệu nhập

Giao diện:  Hiển thị văn bản trợ giúp xác thực:

**Lưu**  

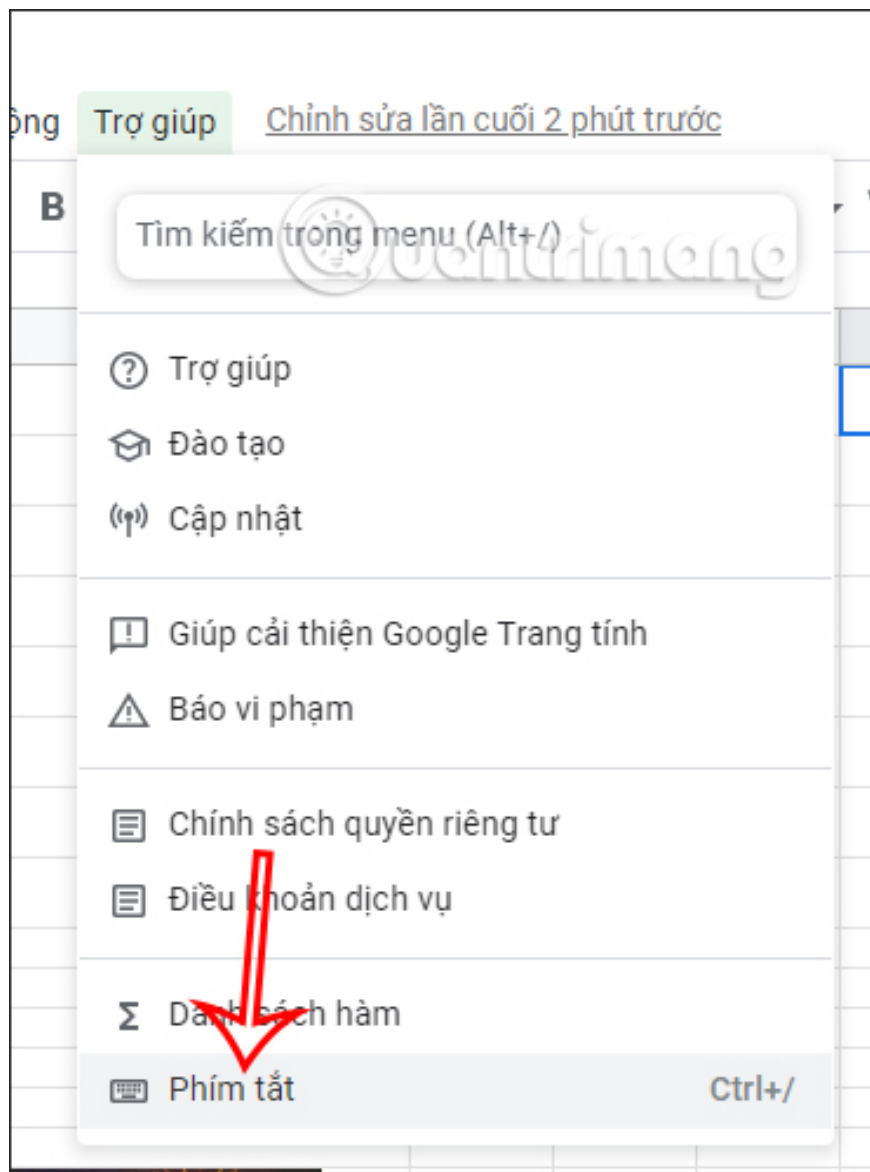
Finally, we will have the complete list as shown below.

	A	B	C	D	E	F
1		<i>Danh sách phần thưởng cuối năm</i>				
2	<input checked="" type="checkbox"/>	Vở viết				
3	<input type="checkbox"/>	Bút chì				
4	<input type="checkbox"/>	Bút bi				
5	<input checked="" type="checkbox"/>	Thước kẻ				
6	<input type="checkbox"/>	Bộ thước học tập				
7	<input checked="" type="checkbox"/>	Màu vẽ				
8	<input type="checkbox"/>	Tập vẽ A4				
9						
10						

### 3. How to insert checkboxes in Google Sheets using keyboard shortcuts

#### Step 1:

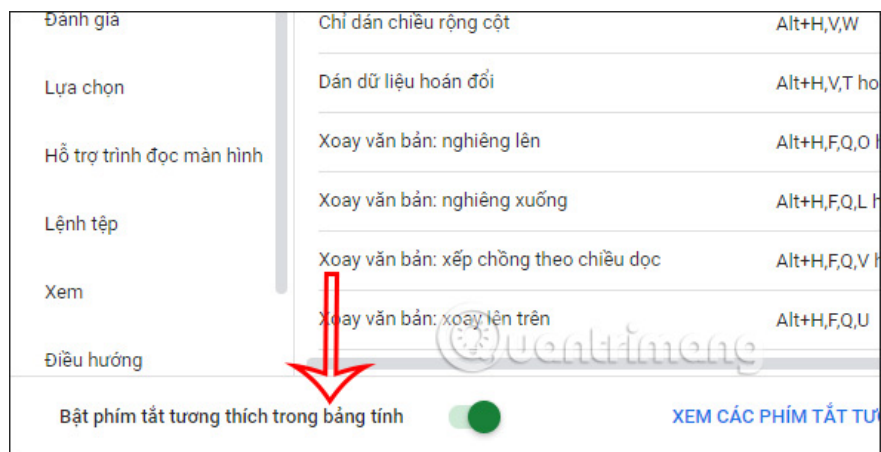
In the Google Sheets interface, click on **Help** and then select **Shortcuts** from the list that appears.



## Step 2:

The shortcut interface will appear for us to set up. First, you **activate the "Enable compatible shortcuts in spreadsheets" setting** .

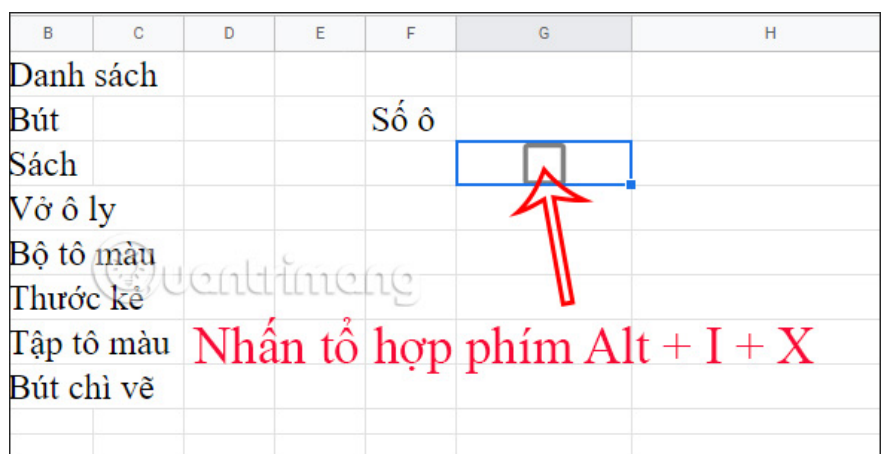
Now you can use keyboard shortcuts in your Google Sheets data table.



### Step 3:

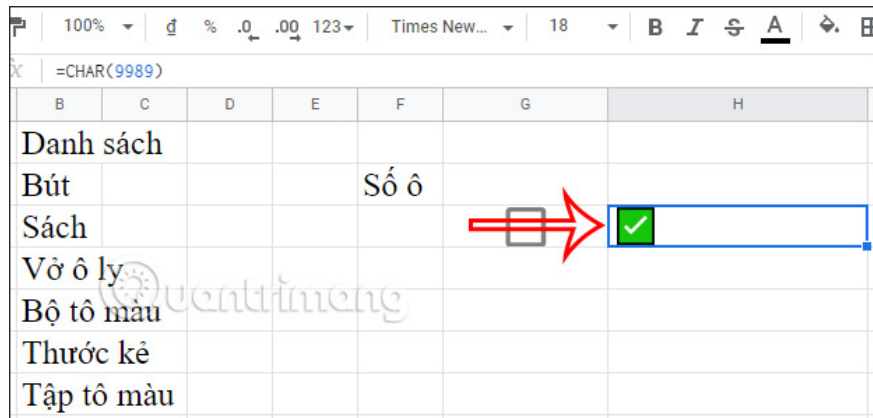
Now **press the Alt + I + X key combination**, pressing these three keys consecutively on your keyboard. The result will display a checkbox in the data table as shown below.

Now you just need to drag the first checkbox down to the same size as the other one you want to insert.



## 4. Insert checkboxes in Google Sheets using the CHAR function.

The CHAR function returns a character from the character set based on its corresponding number from 1 to 255 in the character set. **The checkbox symbol in Windows has the code 9989.** You can simply apply **the CHAR function formula =CHAR(sheet\_number)** to display the checkbox in Sheets.

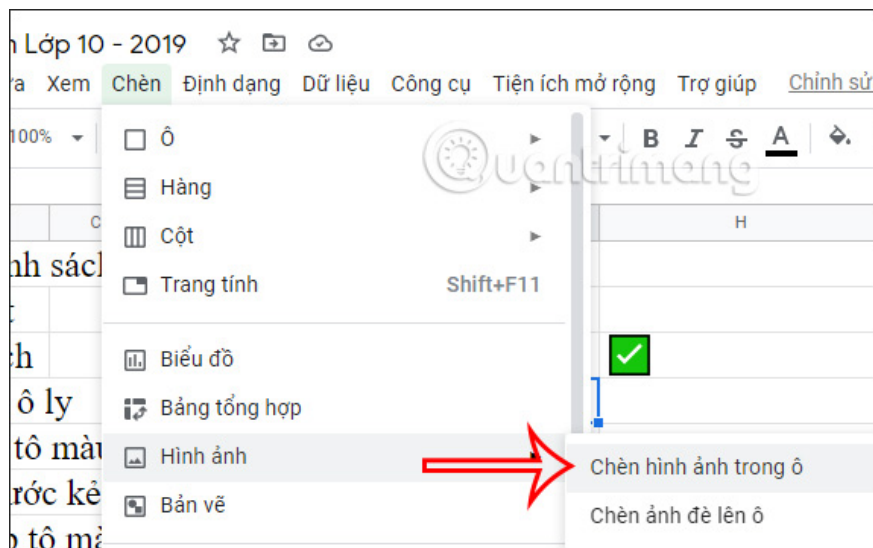


## 5. Insert image-based checkboxes into Google Sheets.

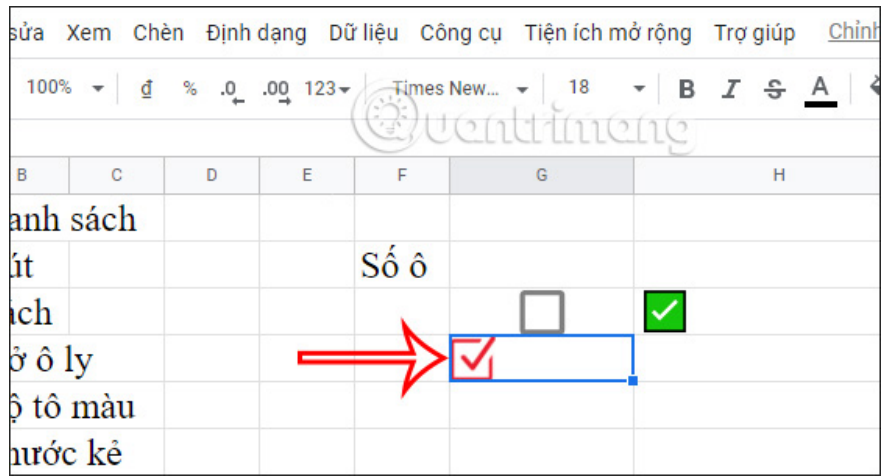
If you only want to use the checkboxes for documentation purposes, without requiring any selections, and prefer a more aesthetically pleasing design, you can insert them as images.

We find the checkbox image you want to use online and insert it into Google Sheets as usual.

Note that when inserting an image in Google Sheets, in this case a checkbox image, you must select **to insert the image in the checkbox field**.



The resulting checkbox image can also be inserted into the Google Sheets spreadsheet.



So, you now have many ways to insert checkboxes in Google Docs, depending on your needs when inserting checkboxes into Google Sheets.

### Video tutorial on how to insert checkboxes in Google Sheets

You finished reading the article "**How to create checkboxes in Google Sheets - Managing content on Google Sheets**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.