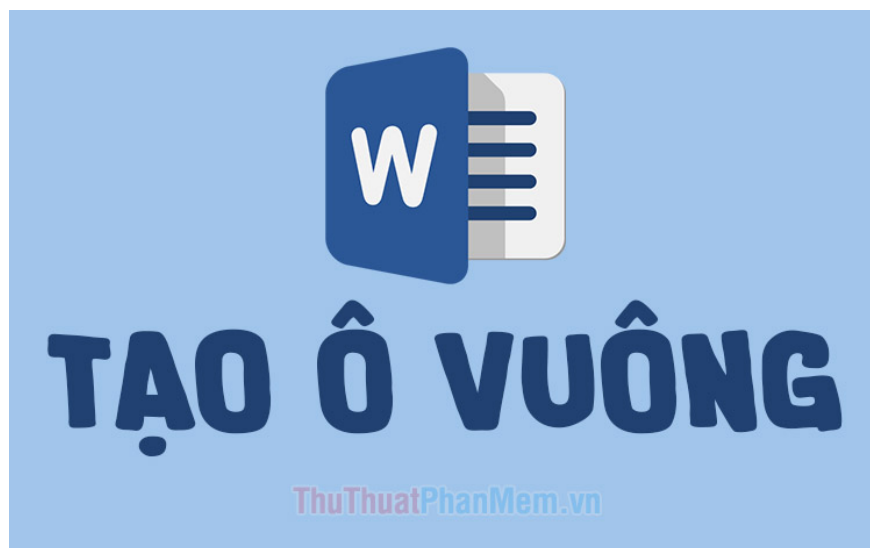


# How to create squares in Word

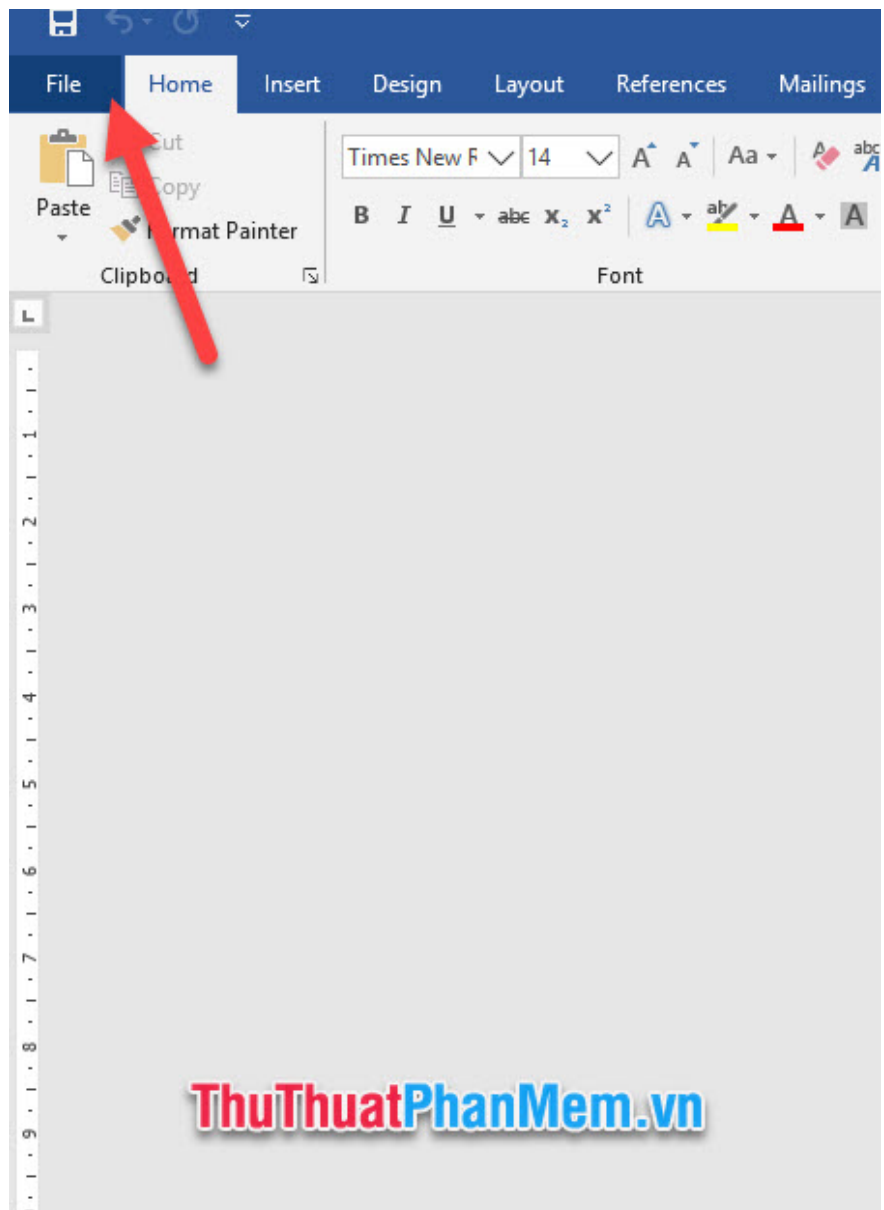
For survey or survey purposes, users often want to insert checkboxes into their text. According to that need, TipsMake.com will guide you how to create squares in Word.

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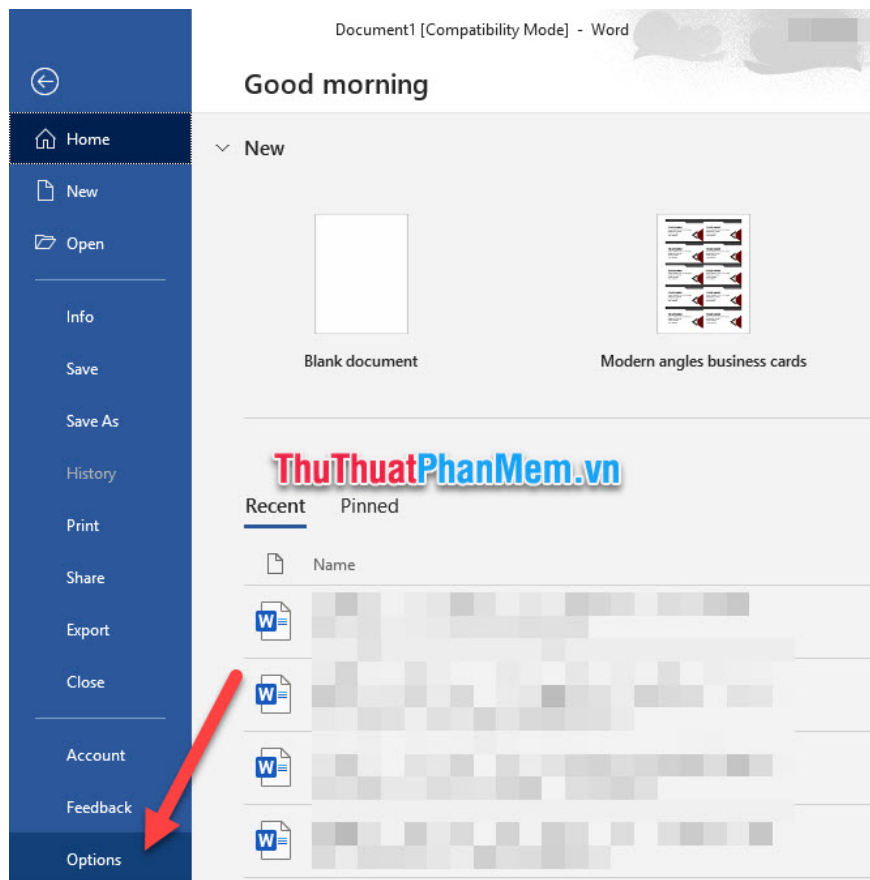


First, to create checkboxes in Word you need to open this function in the Word ribbon.

Click open **File** ribbon on the toolbar.

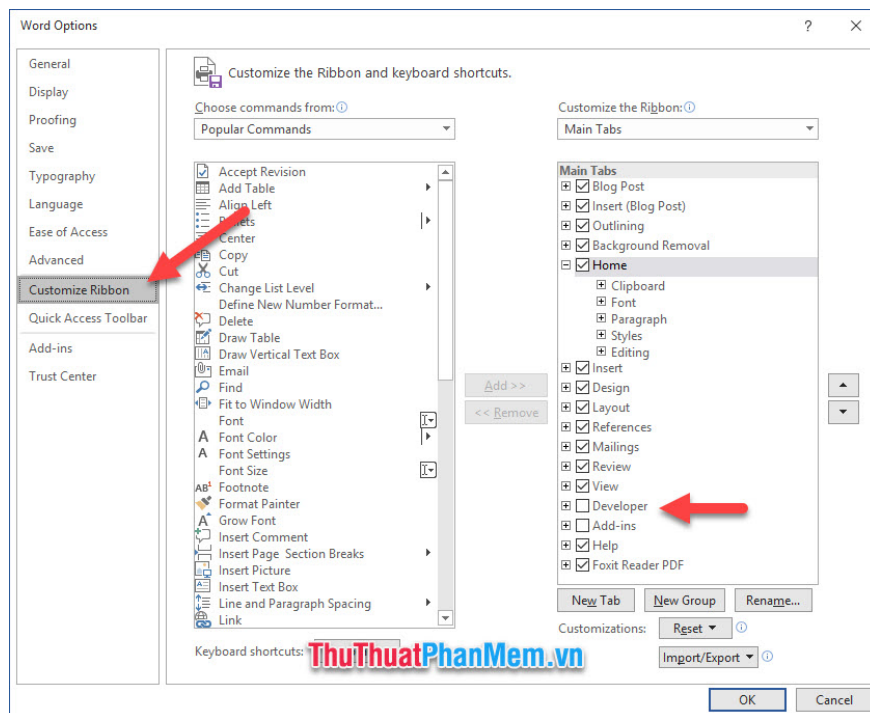


In the displayed list of **File** , click **Options** at the bottom.

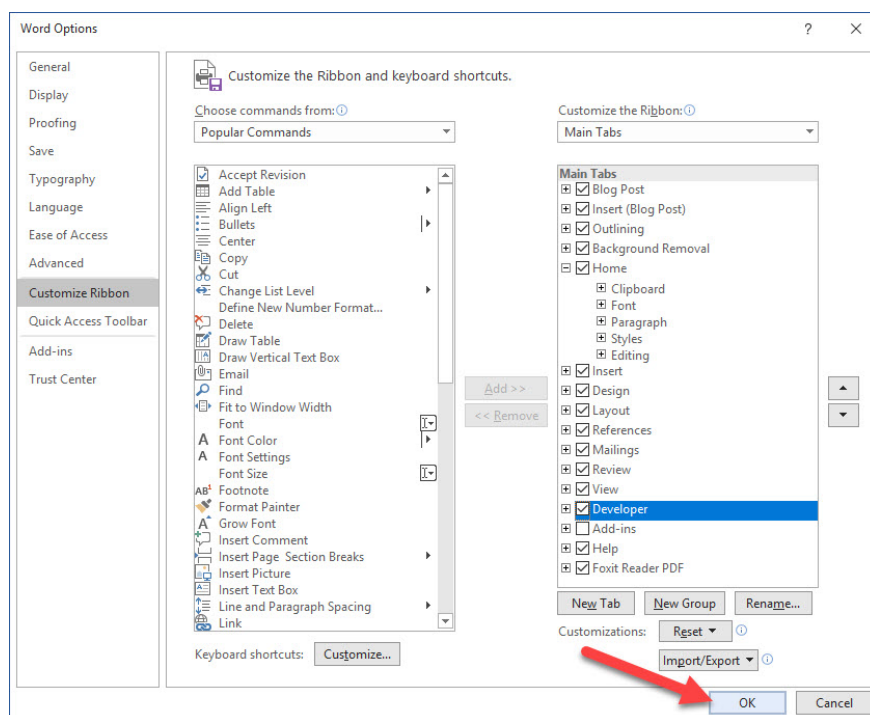


The Word Options function window will open. You switch to the **Customize Ribbon** tab , in this tab you can adjust the options related to Word's ribbon.

Looking at the **Main Tabs** list on the right, you can see a tab called **Developer** has been turned off by default. This is the tab that contains the function to create the checkboxes we need.

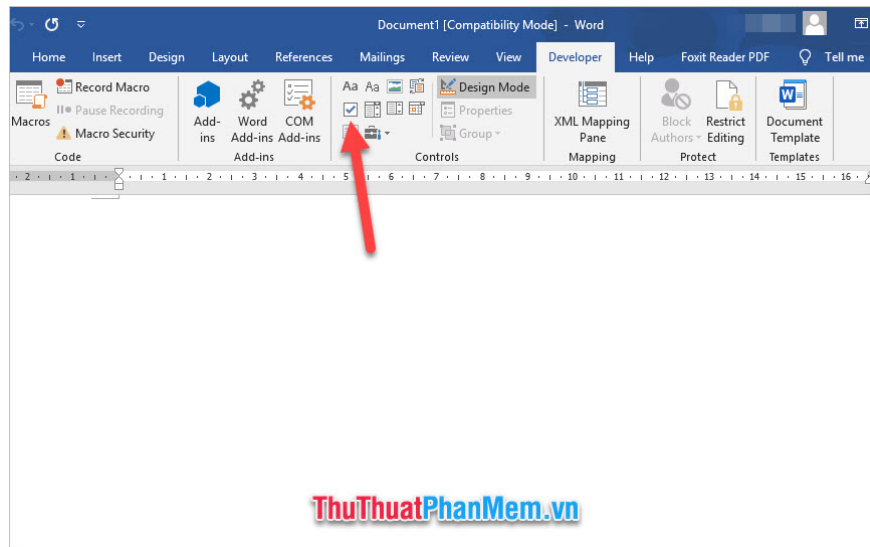


You click to check the box before **Developer** and then click **OK** to confirm the changes to the settings.

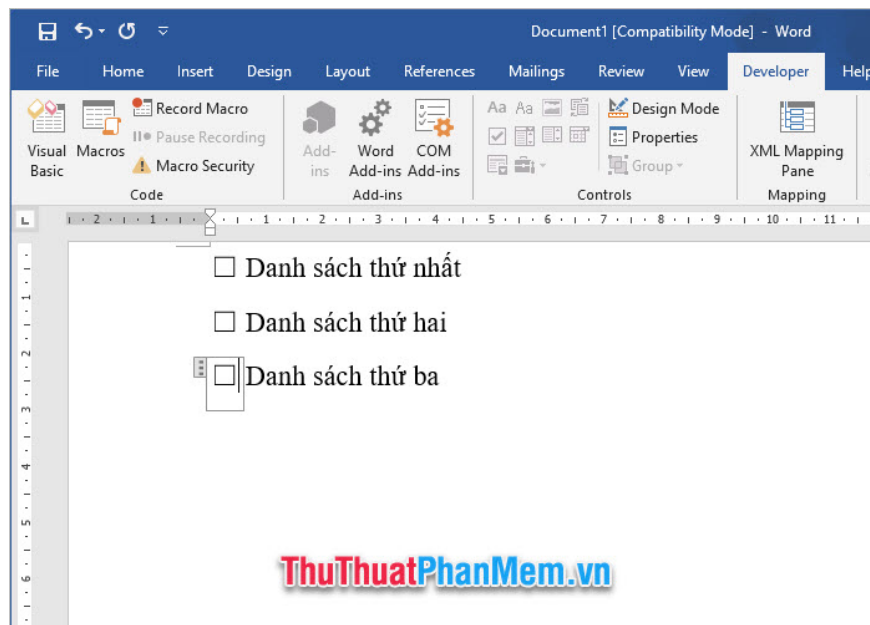


Then you will see a new ribbon added in the list is the **Developer** ribbon .

In this ribbon, there are **Controls** , you can find checkboxes in this section.



You click on it to create checkbox squares for your list.



To use tick mark for checkbox checkbox, all you need to do is to click on the square.

- Danh sách thứ nhất
- Danh sách thứ hai
- Danh sách thứ ba

**ThuThuatPhanMem.vn**

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