

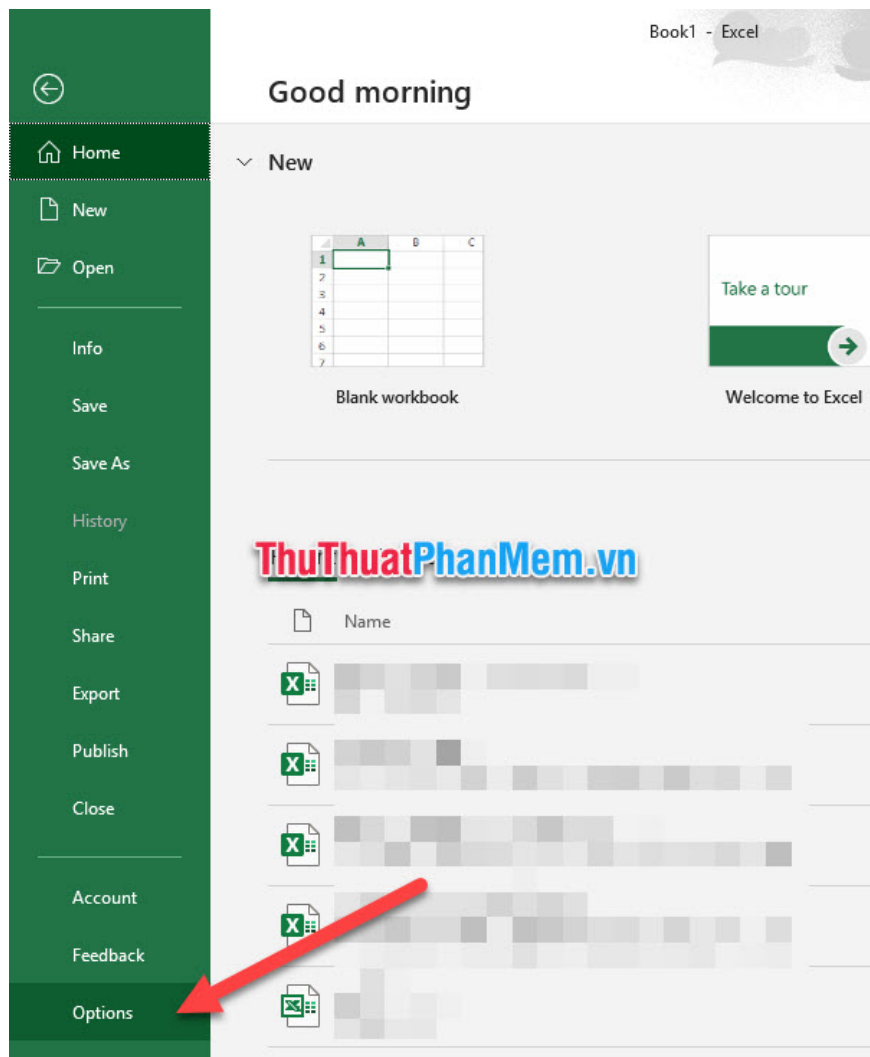
How to do checklist in Excel

Checklist is a list of things to do or items to buy that you list. When you're done, just click the checkmark at the beginning of the line to mark that you're done. TipsMake.com will guide you how to create a simple checklist in Excel.



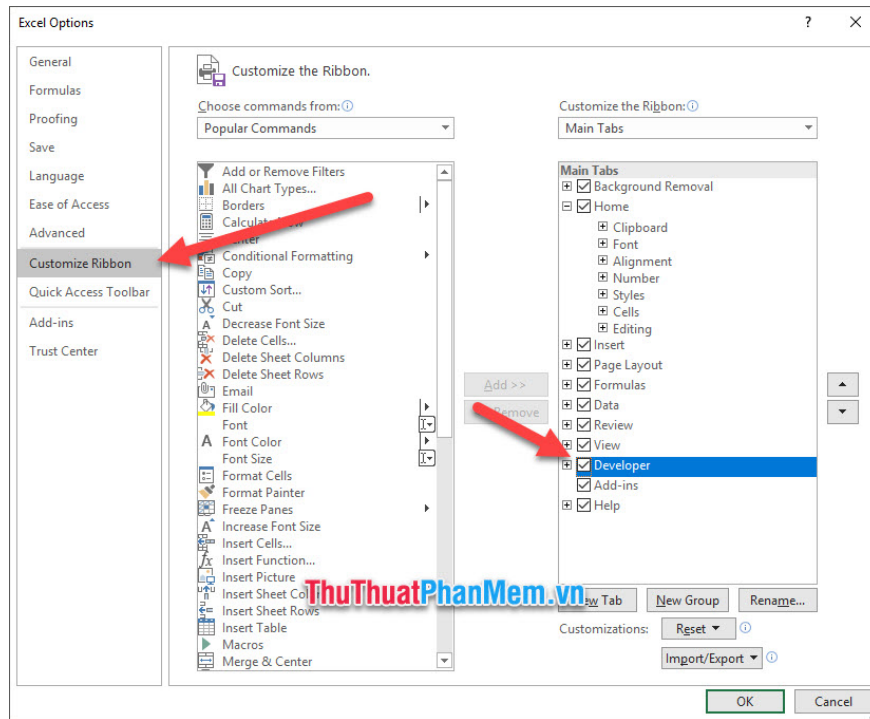
Checklist is a list of things to do or items to buy that you list. When you're done, just click the checkmark at the beginning of the line to mark that you're done. Coming to today's article, **TipsMake.com** would like to instruct readers how to create a simple checklist in Excel.

First, open the **File** ribbon on the toolbar, then select **Options** in the **File** 's selection list to open the **Excel Options** function window .



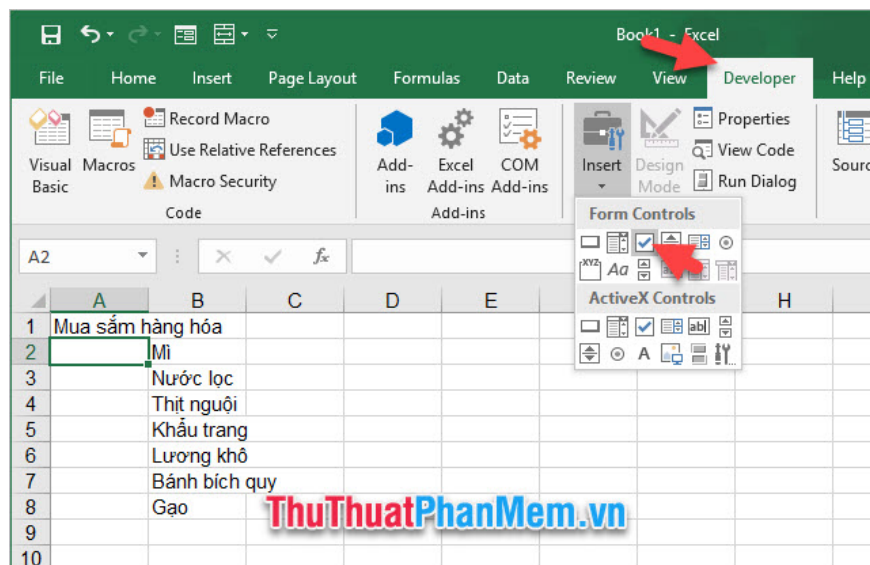
When **Excel Options** window is turned on, click on **Customize Ribbon** .

Looking to the sidebar of **Main Tabs**, you will see that there is a line called **Developer** in the default state which is not marked with a tick in front. Please click to tick the line. Then click **OK** to confirm the installation.

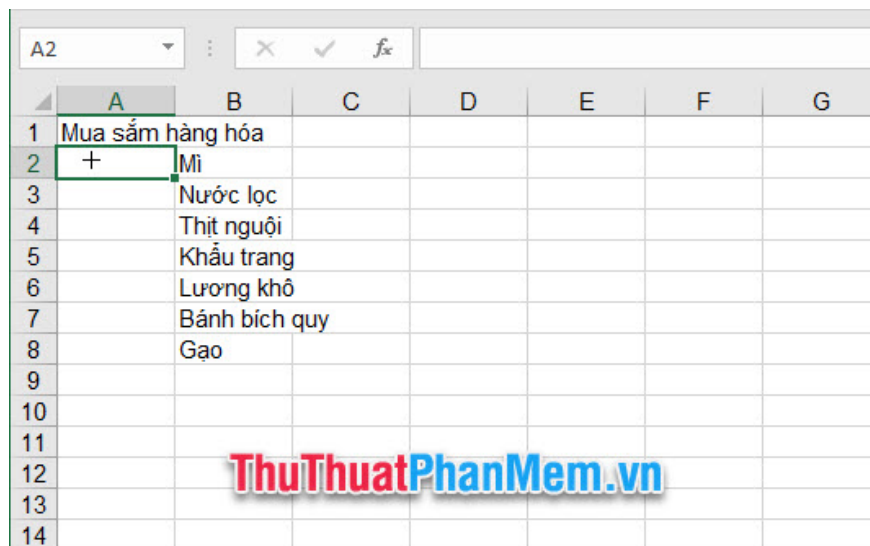


You will see that the newly added ribbon on the toolbar is the **Developer** ribbon .

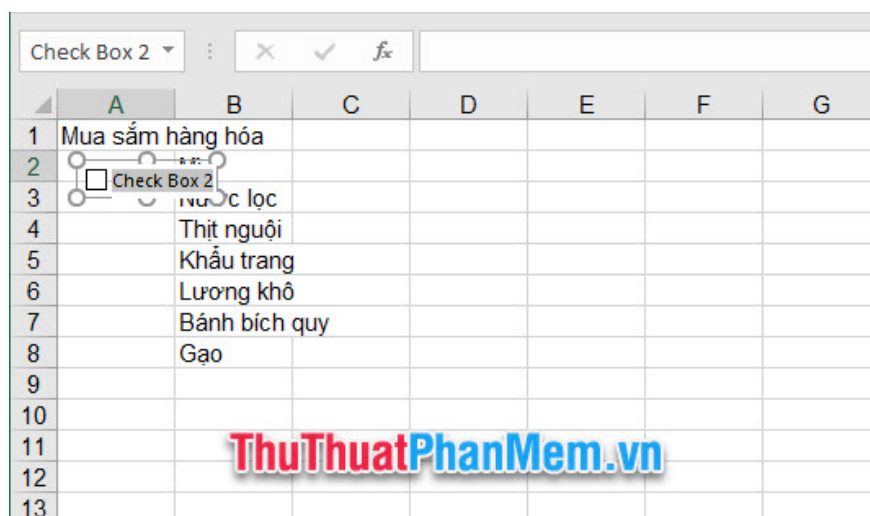
Open this ribbon, navigate to the **Controls** section of this ribbon. Click on the **Insert** icon in the section. In the **Insert** list, there will be a checklist icon in the **Form Controls** , you click on it.



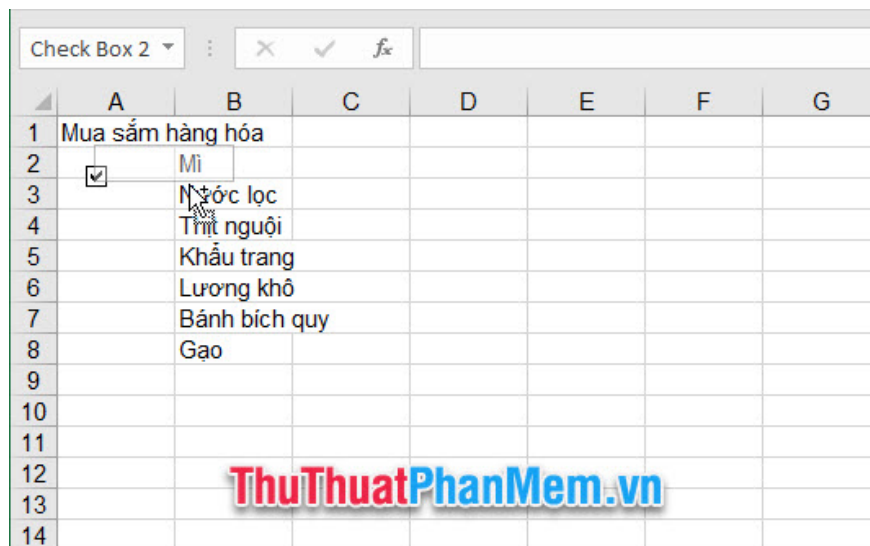
After clicking on that icon, your cursor will return to the black plus sign. You move the mouse to the position you want to insert the checklist and click one more to insert the checklist symbol.



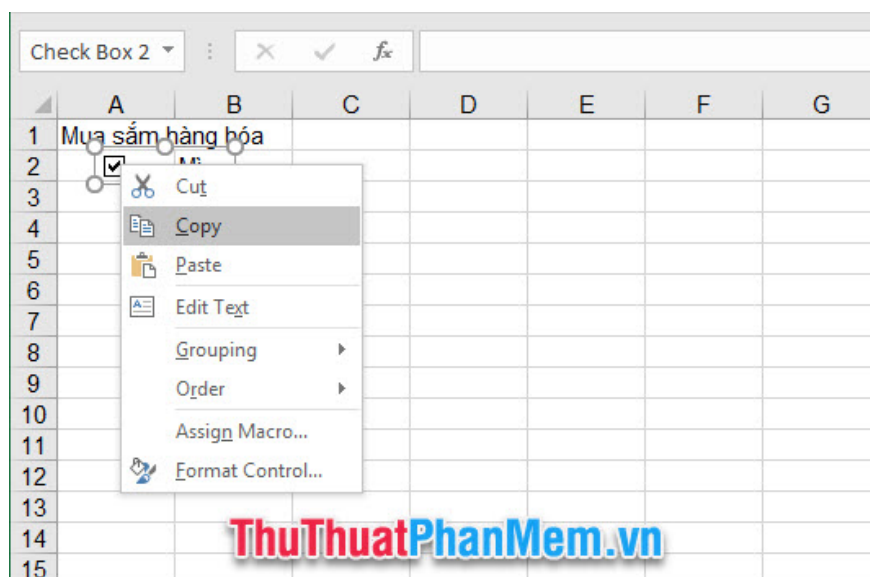
The newly added checklist will include the comment text next to it, if you already have the content list then you can delete that text.



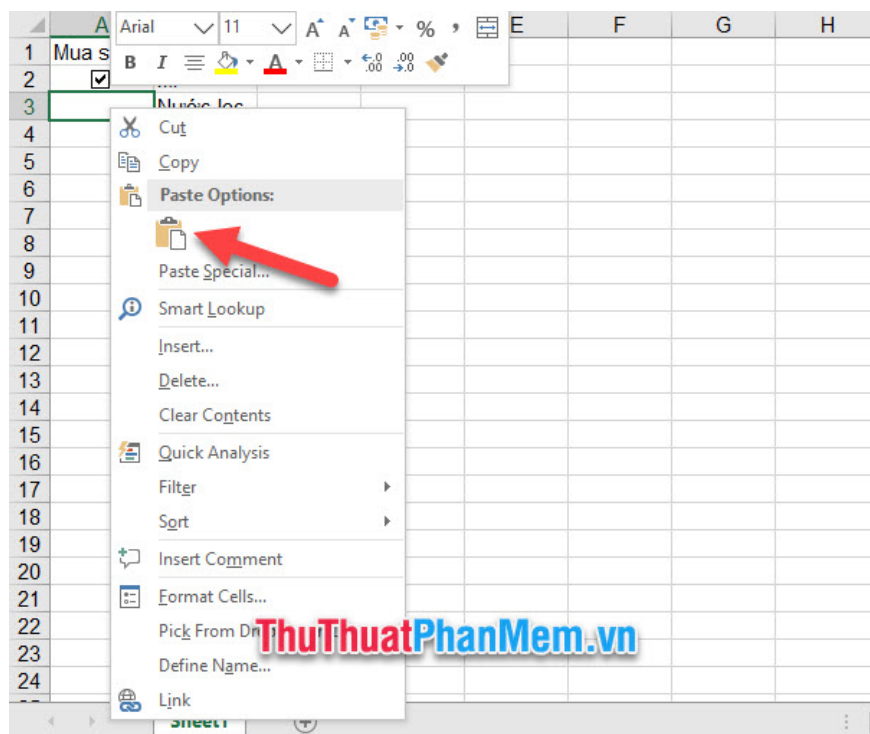
Click and hold the mouse to the border of the outer border of the checklist to move it to the appropriate position.



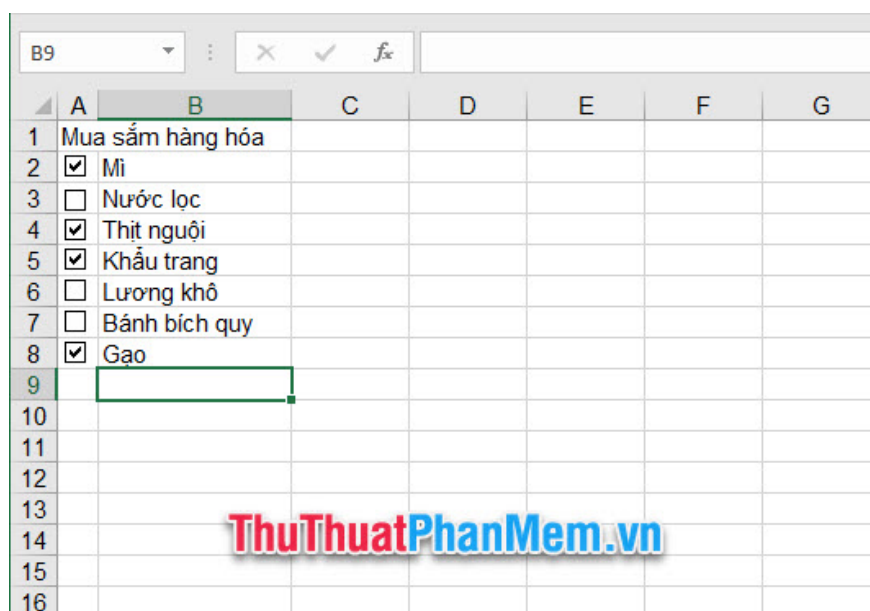
Next, right-click on the newly created checklist, click **Copy** or use the key combination **Ctrl C** to practice the same effect.



Right click and position to create the next checklist and select the **Paste** icon or use **Ctrl + V** to create the same function.



Adjust the position accordingly, you have a complete checklist for yourself.



Thank you for following our article [TipsMake.com](https://tipsmake.com) on how to do checklist in Excel. Wish you can successfully implement this simple trick. Stay tuned for other tips and tricks on our site!

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