

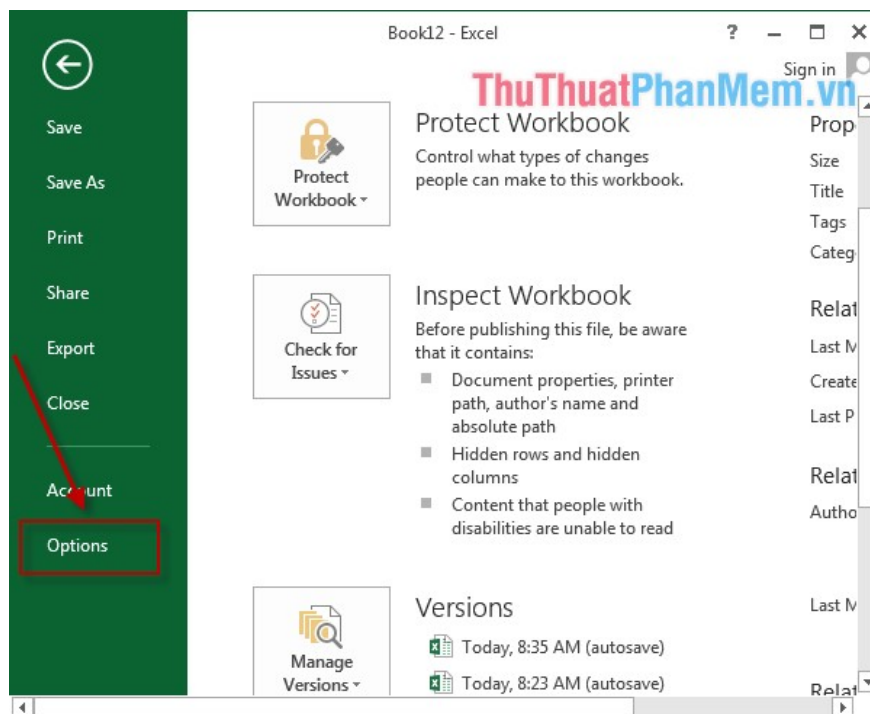
# How to insert, add Up and Down buttons in Excel

To facilitate the work of data entry you can insert Up and Down buttons. The following article details how to insert Up and Down buttons in Excel.

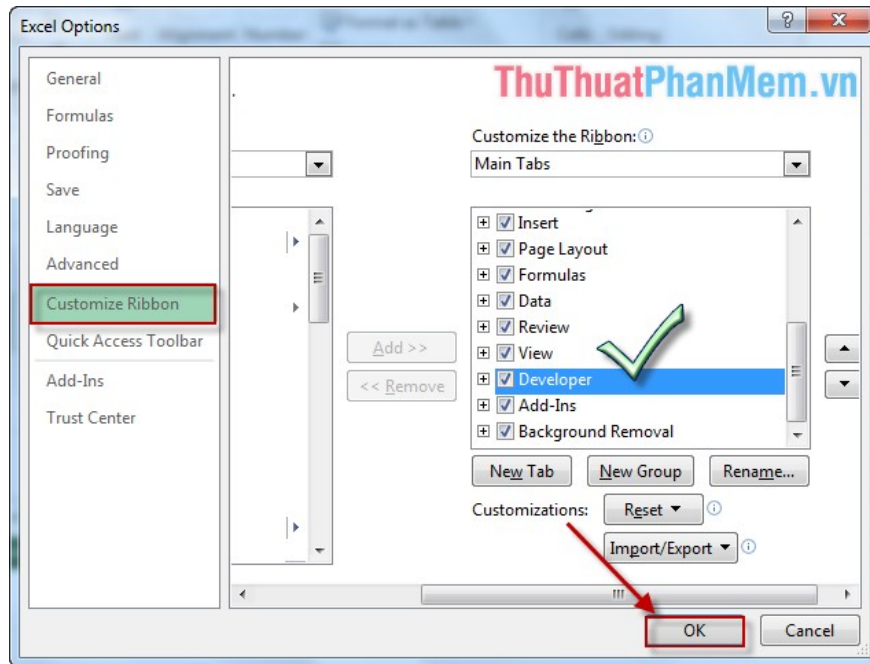
To facilitate the work of data entry you can insert Up and Down buttons. The following article details how to insert Up and Down buttons in Excel.

To add Up and Down buttons, you must use the **Developer** tab . However, the tab does not display in the toolbar, forcing you to display it.

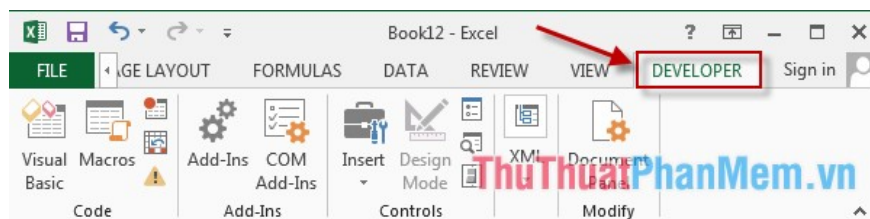
**Step 1:** Go to **File -> Option** .



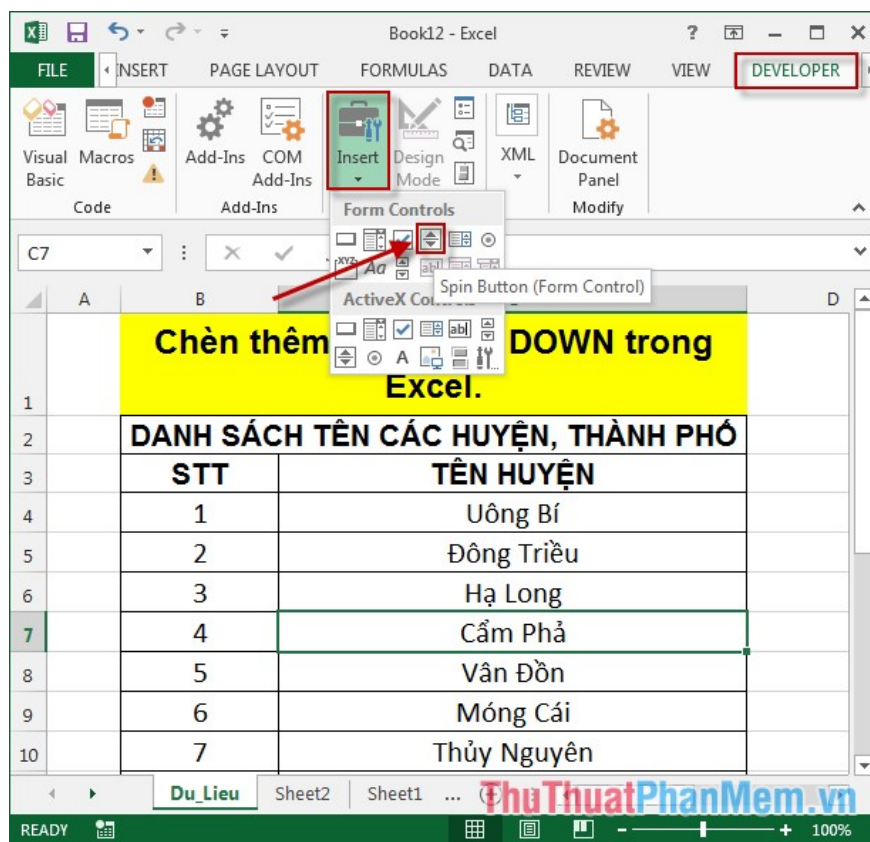
**Step 2:** A dialog box appears, select **Customize Ribbon** -> select **Developer** -> **OK** .



Thus the **Developer** tab is displayed on the toolbar.



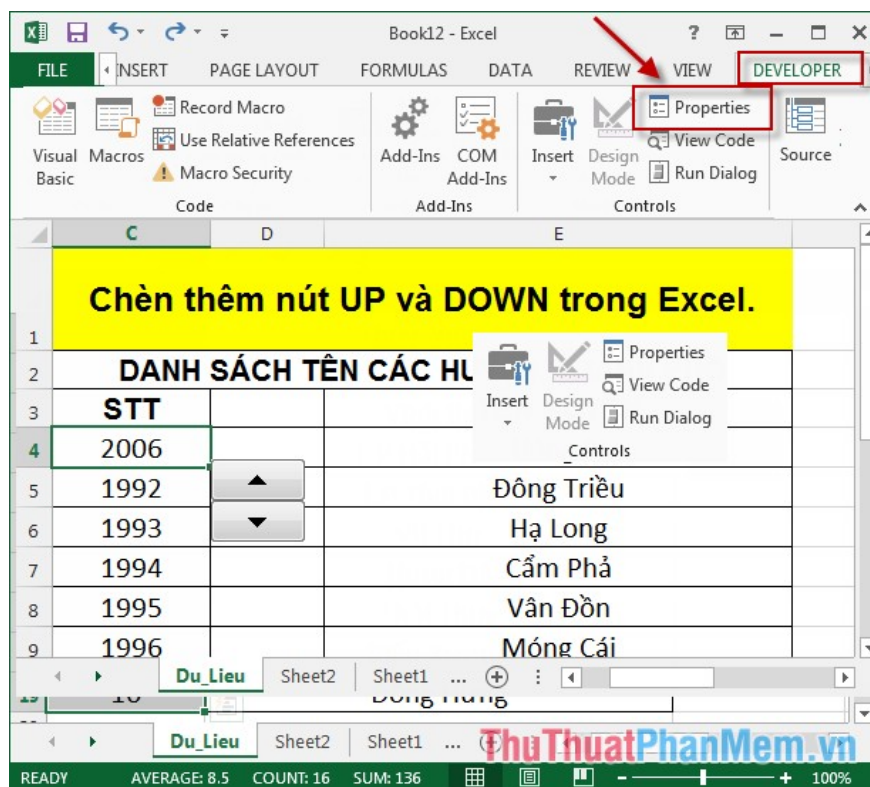
**Step 3:** At **Developer** tab -> **Insert** -> click the **Spin Button ( Form Control )** icon .



**Step 4:** Choose the position to place the **Up** , **Down** button .



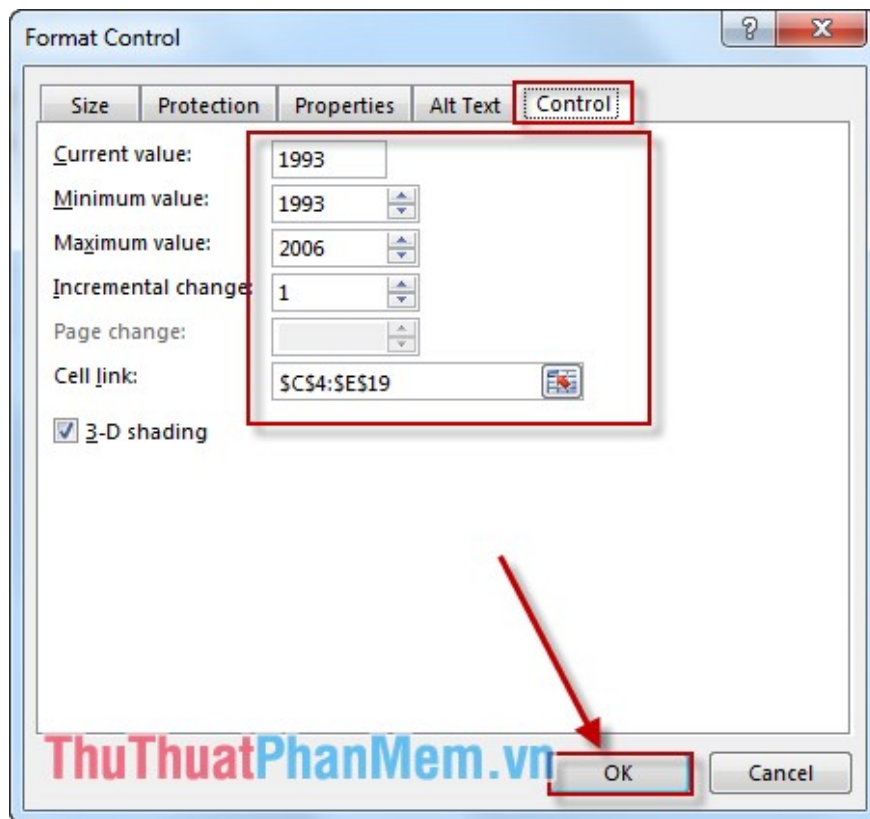
**Step 5:** Click the **Up** , **Down** button -> icon on the **Developer** tab -> **Properties** .



**Step 6:** The **Format Control** dialog box appears, enter the value according to the following parameters:

- **Current Value** : The current value when controlling **Up** , **Down** .
- **Minimum Value** : **Minimum** value.
- **Maximum Value** : **Maximum** value.
- **Cell Link** : Select the data to link.

Depending on the case you can choose the data type accordingly. Finally, click **OK** to finish entering the values ??for **Up** , **Down** .



**Step 7:** Go back to the worksheet, for example, click on cell C4 and click the **Up** button to automatically increase the value. However, if you keep pressing the **Up** button, the maximum value that cell C4 can achieve is 2006.



Similarly if you press the **Down** button repeatedly the final value is 1993.

Above is how to create the **Up** and **Down** buttons in Excel.

Good luck!

You finished reading the article "**How to insert, add Up and Down buttons in Excel**" 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.

