

How to insert and customize selection buttons in Excel

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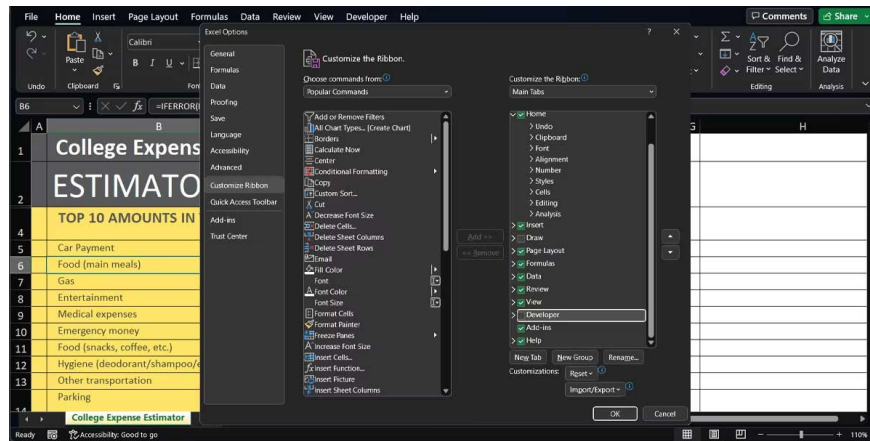


In Excel, you can use radio buttons to filter or record data entered by different users, and much more. While this feature can make your work easier, it's not available by default. This article will guide you on how to add select buttons to your Excel spreadsheet and customize them easily.

How to enable the radio button feature in Excel

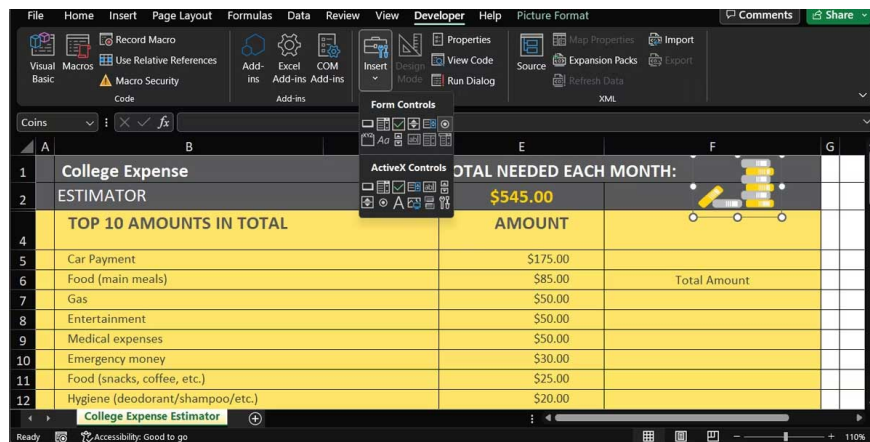
The option to insert radio buttons in an Excel spreadsheet is part of the Developer tab. If this tab doesn't appear on the ribbon, follow the instructions below to enable it:

1. Open the **File** menu and select **Options** . This will open the **Excel Options** window .
2. From the right-hand panel, select **Customize Ribbon** .
3. Set **Customize Ribbon** to **Main Tabs** .
4. Enable **Developer** Options .
5. Click **OK** to save the new settings.



How to insert radio buttons

Once you've enabled the **Developer** tab, you can now use several interactive controls to create professional Excel spreadsheets. To insert a radio button, select the **Developer** tab > **Controls** > **Insert**. Here, click **Form Controls** > select **Option Button**.

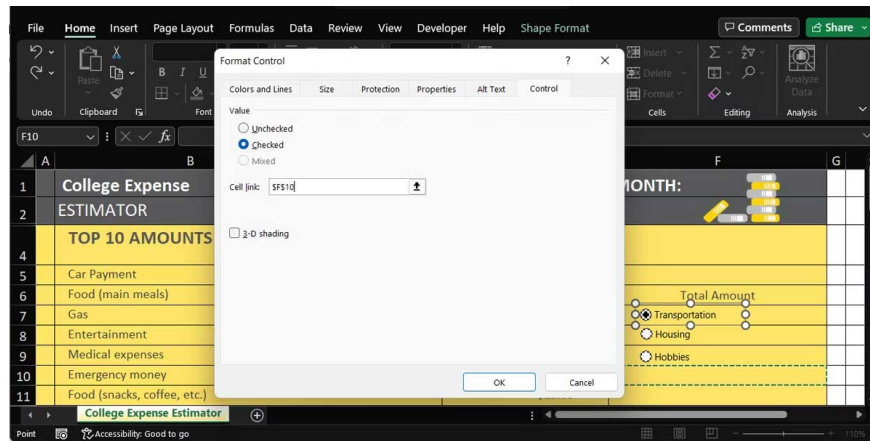


The cursor will now change to an icon **+**. Click anywhere in the spreadsheet to insert a select button. Currently, this button is not functional because you must link it to a cell.

How to link a select button to a cell

To link a select button to a cell, right-click on it and go to **Format Control**. Here, select the **Control** tab and use the **Cell link** field to link it to a cell.

Generally, you need two or more select buttons to control a spreadsheet. After adding multiple radio buttons, they will be linked to the same cell. When you select a different radio button, the linked cell will display a different value.



However, the selection buttons and linked cells have no real function unless you add a filter function to your spreadsheet.

How to customize radio buttons

After adding a radio button, you should customize it for easier use.

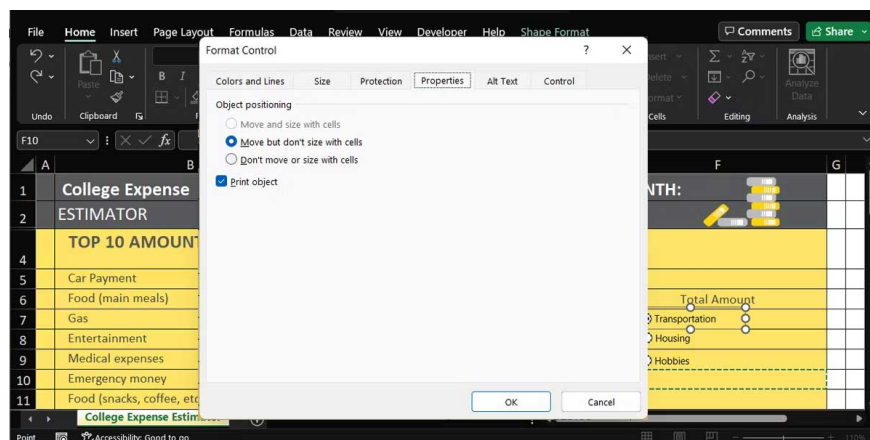
How to name selection buttons in Excel

If you've inserted multiple select buttons in your spreadsheet, you should rename them for easier identification. To do this, right-click the radio button and select **Edit Text**.

If you want to make the selection buttons really stand out, you can apply colors and borders. Right-click on one of the selection buttons, go to **Format Control**, and open the **Colors and lines** tab.

How to reposition a selection button in Excel

As you continue editing the spreadsheet, the selection button may move around and end up between two rows or columns. To prevent the button from moving across the worksheet, right-click the radio button, then go to **Format Control**. Here, open the **Properties** tab, check **Move but don't size with the cells**, and click **OK**.

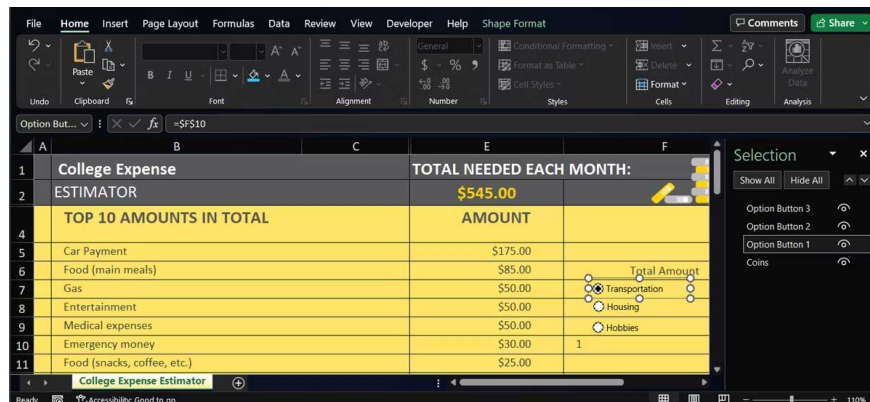


If you want the radio button to be the same size as its cell, press and hold **Alt** while you resize it.

How to remove radio buttons in Excel

To remove a selection from a spreadsheet, click on it and press **Delete** . This feature works well if you're working on a smaller spreadsheet with several inserted objects.

However, if you're working with a large spreadsheet with many objects, the selection buttons might be obscured by other objects. Therefore, you might have difficulty finding them. In this case, select the **Home** tab > go to **Editing > Find & Select > Selection Pane** .



This action will show all inserted objects so you can quickly find and delete the radio button you want to remove.

Above is **the simplest way to create a select button in Excel** . Hopefully, this article is helpful to you.

You finished reading the article "**How to insert and customize selection 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.