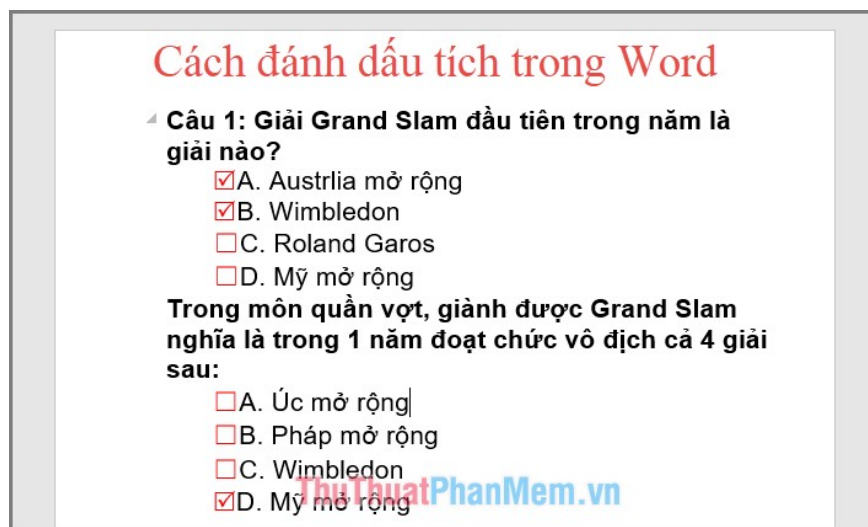


# How to mark a tick in Word

How to mark a tick in Word The following article helps you insert traces in Word to facilitate you complete the multiple-choice test as quickly as possible.

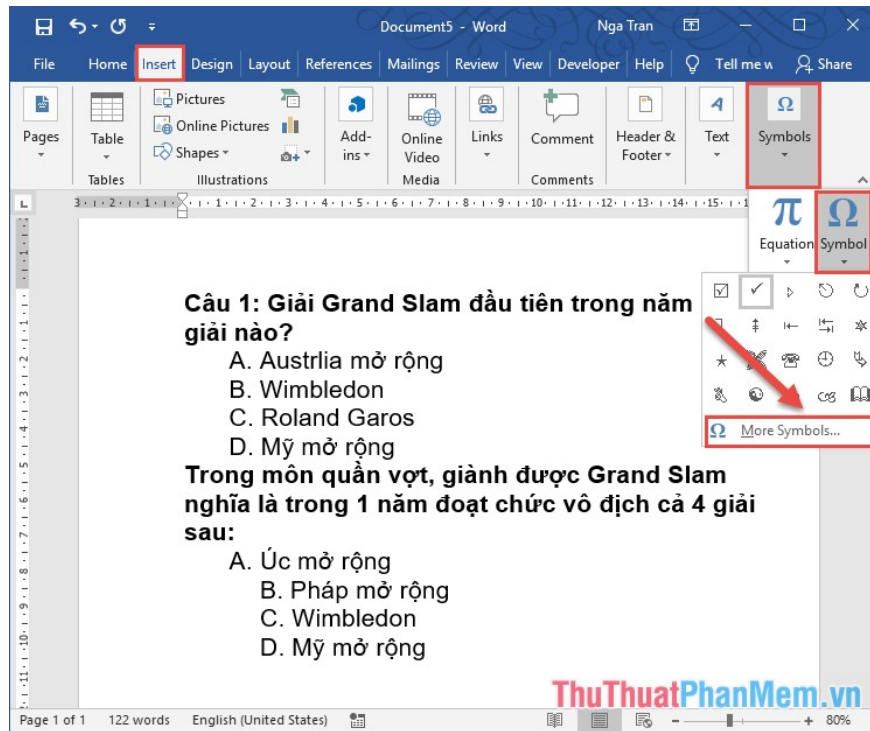
The following article helps you insert traces in Word to facilitate you complete the multiple-choice test as quickly as possible.



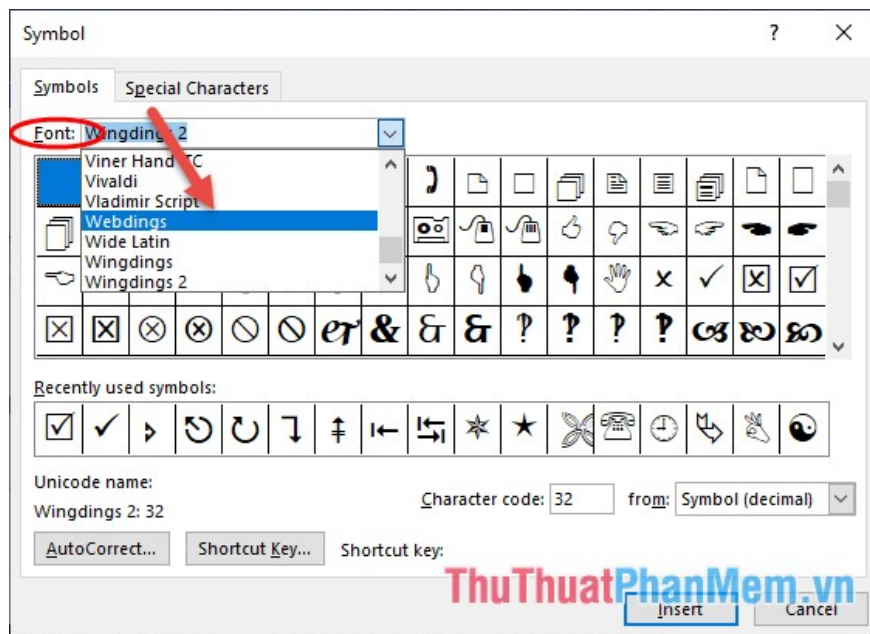
## 1. Mark a fixed area

With fixed tick mark, you will use special characters that contain traces in Word to mark ticks. This way the user cannot manipulate, or check on the content. This method should only be used when the author is only viewing permission for the reader.

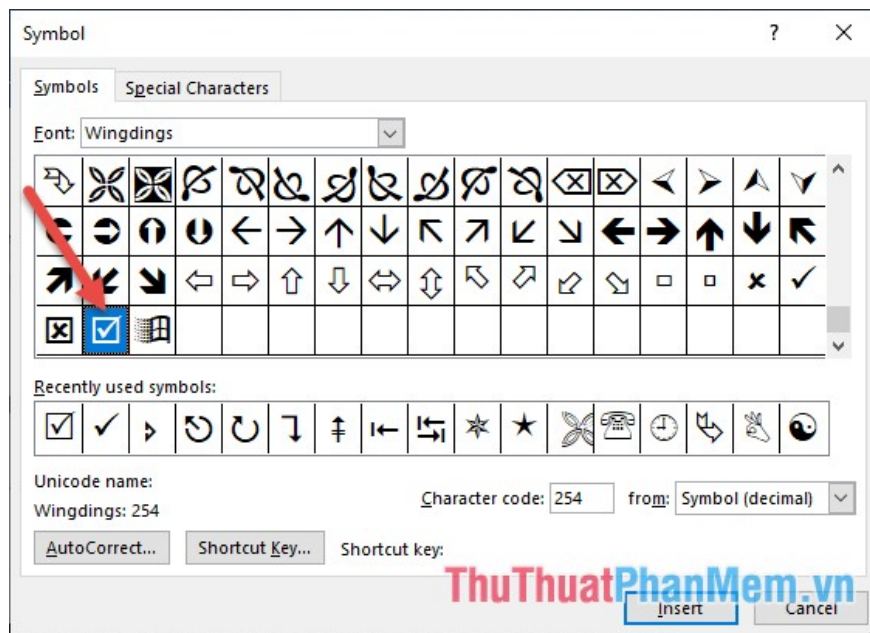
**Step 1:** Put the cursor at the position where you want to insert the tick mark -> Go to the **Insert** tab -> **Symbols** -> **Symbol** -> More Symbols .



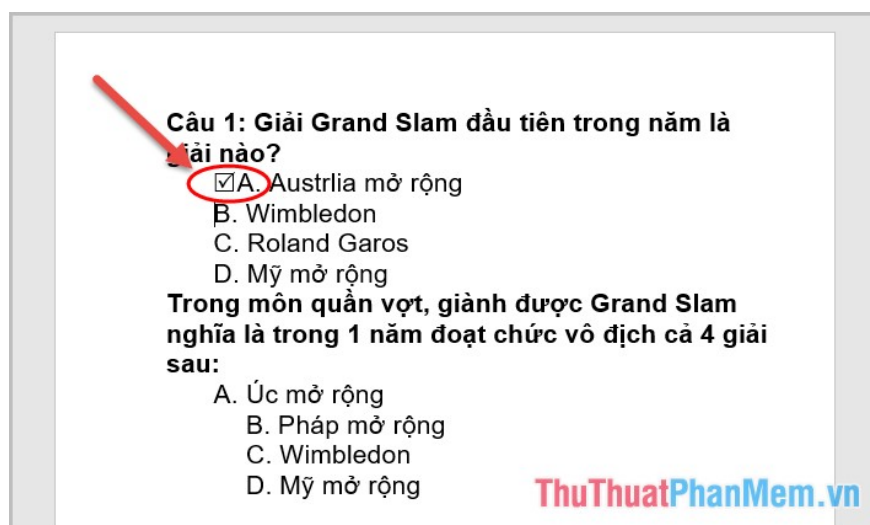
**Step 2:** The Symbol dialog box appears in the Font section, select **Wingdings2**:



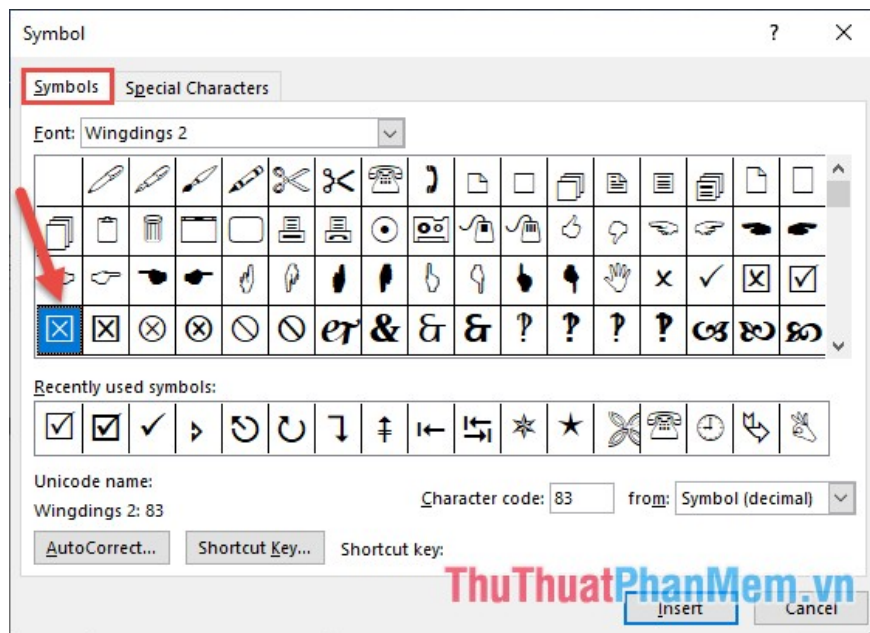
**Step 3:** Select the icon containing the checkmark at the end of the **Wingdings** -> double click to insert or click **Insert**:



**Step 4:** The result has inserted the correct sign for the answer:



**Step 5:** Similarly, insert a checkmark for the wrong result in the answer:



**Step 6:** The result you created the true and false signs for the answer:

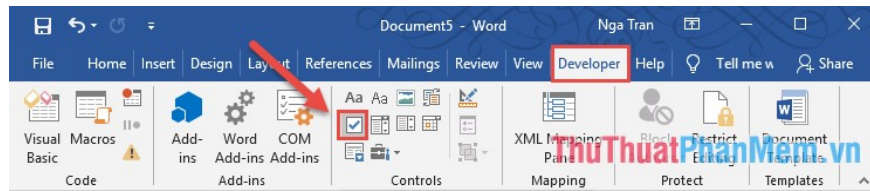


However, with this method, only using traces is the answer for the viewer. In case you want to create a positive check mark, the reader can self-answer the answer you must follow method 2.

## 2. Active markup

This way the reader can choose the answer that the user thinks is right.

**Step 1:** Put the cursor in the position where you want to insert the checkbox -> Go to the **Developer** tab -> click on the **Checkbox** icon :



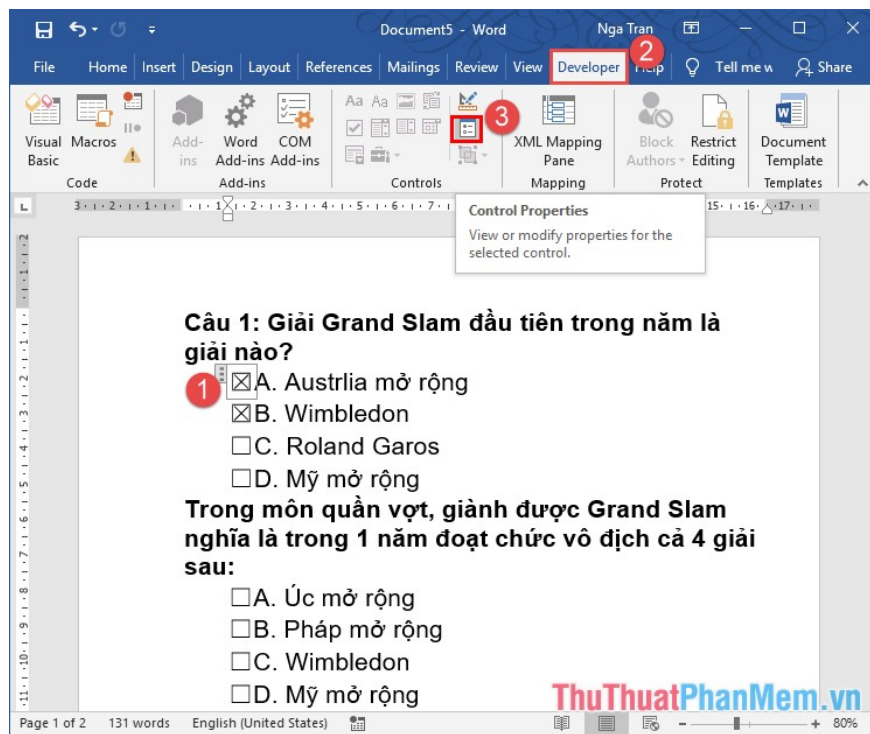
**Step 2:** Click the location you want to insert the checkmark:



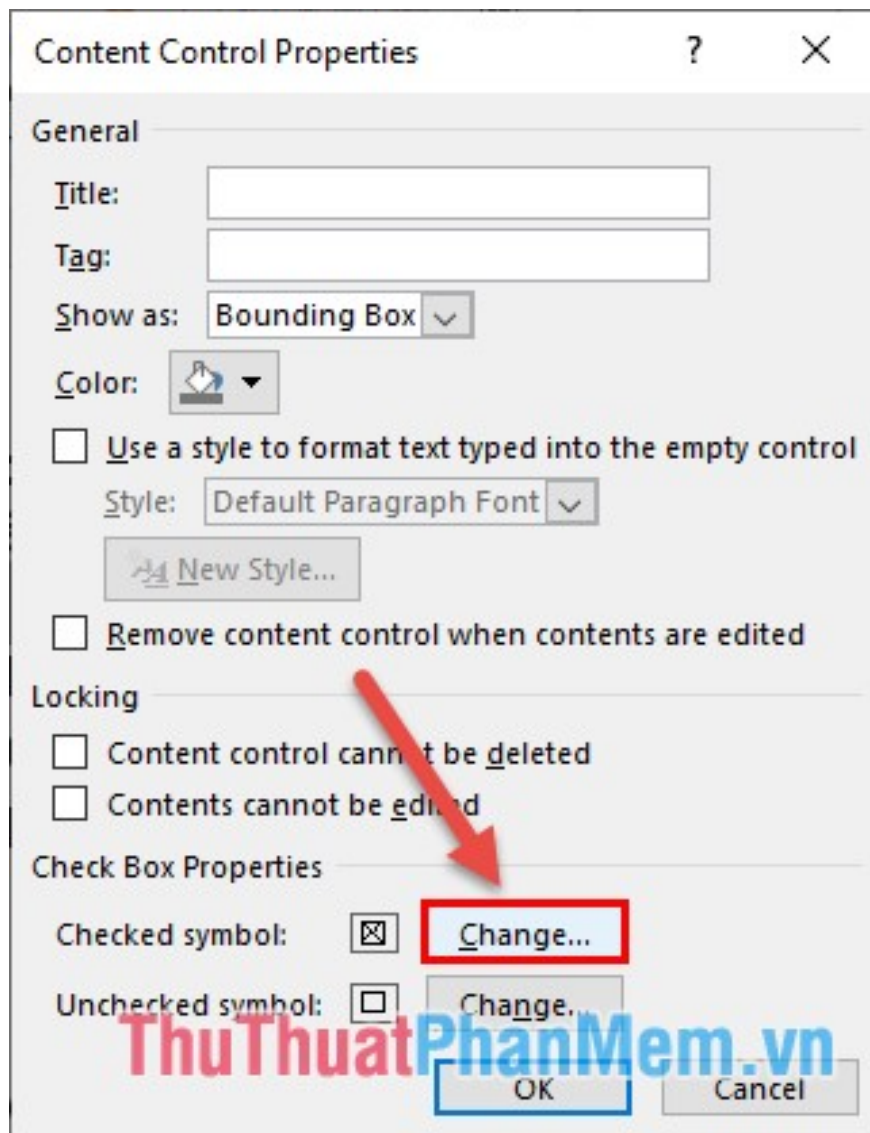
**Step 3:** Make a check in the checkboxes to the results:



**Step 4:** By default, when the tick box has an X icon, you want to change the icon after the user clicks to do the following: select the checkbox you want to change -> go to the **Developer** tab -> click the **Properties** icon :

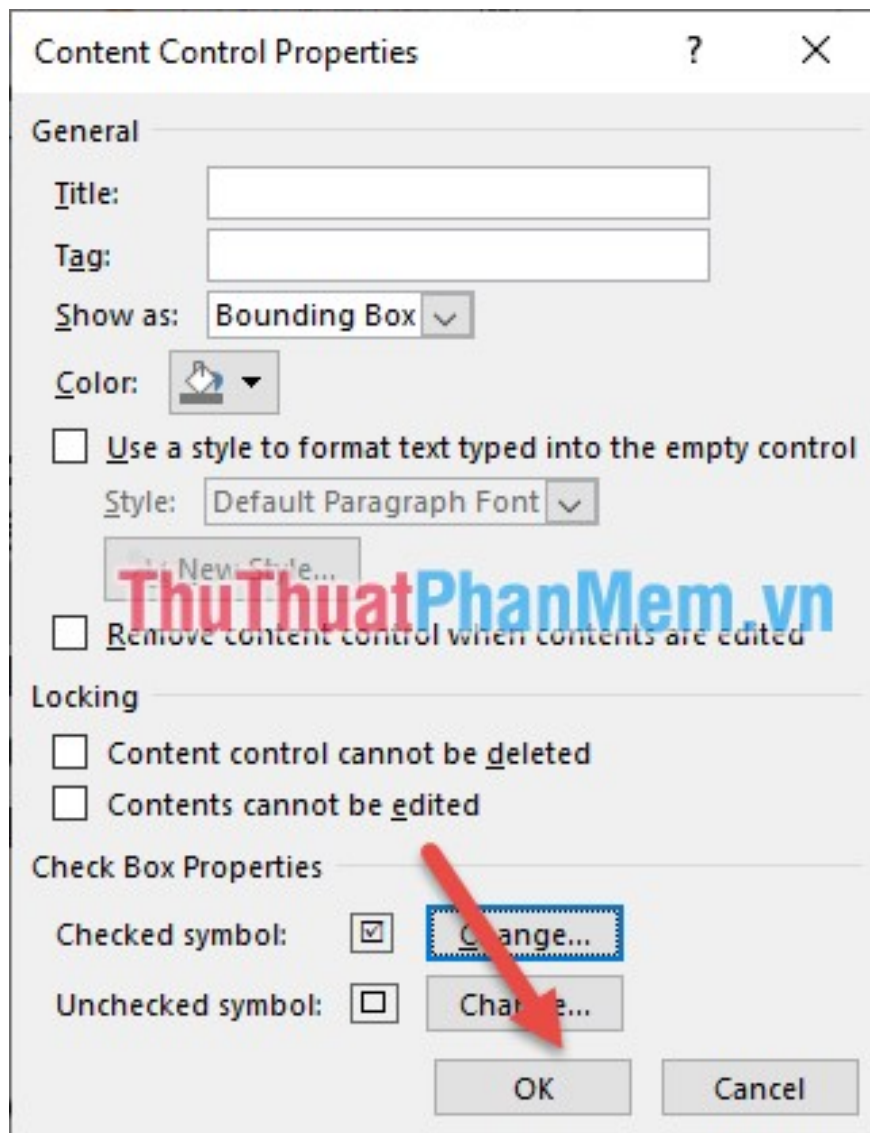


**Step 5:** The dialog box appears in the **Checked symbol**, click **Change**:



**Step 6:** The **Symbol** dialog box appears in the **Font** section, select **Wingdings2** -> click the icon you want to change, for example, select the checkmark as shown -> click **Insert** or double click:





**Step 8:** Click on the checkbox with the results:



**Step 9:** Finally, you just need to adjust the size and color of the checkbox -> get the results:



So this way the user can customize the correct answer for himself.

Above is how to mark the mark in Word quickly and effectively hope to help you.

Good luck!

You finished reading the article "**How to mark a tick in Word**" 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.