

Instructions for inserting checkboxes in PowerPoint

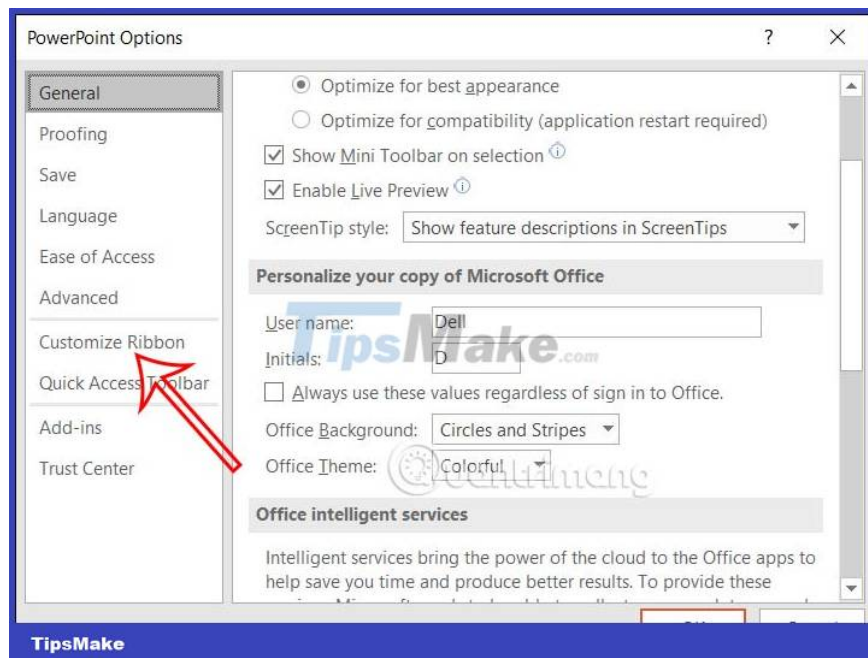
To insert checkbox in PowerPoint, we will use advanced tools in PowerPoint. When inserting checkboxes in PowerPoint, you can easily do things like make a survey, make a list list, ...

To insert checkbox in PowerPoint, we will use advanced tools in PowerPoint. When inserting checkboxes in PowerPoint, you can easily make selected content in the slide, such as making a survey, making a list like when inserting a checkbox in Word or inserting a checkbox in Excel. The following article will guide you to insert checkboxes in PowerPoint.

How to insert checkbox in PowerPoint

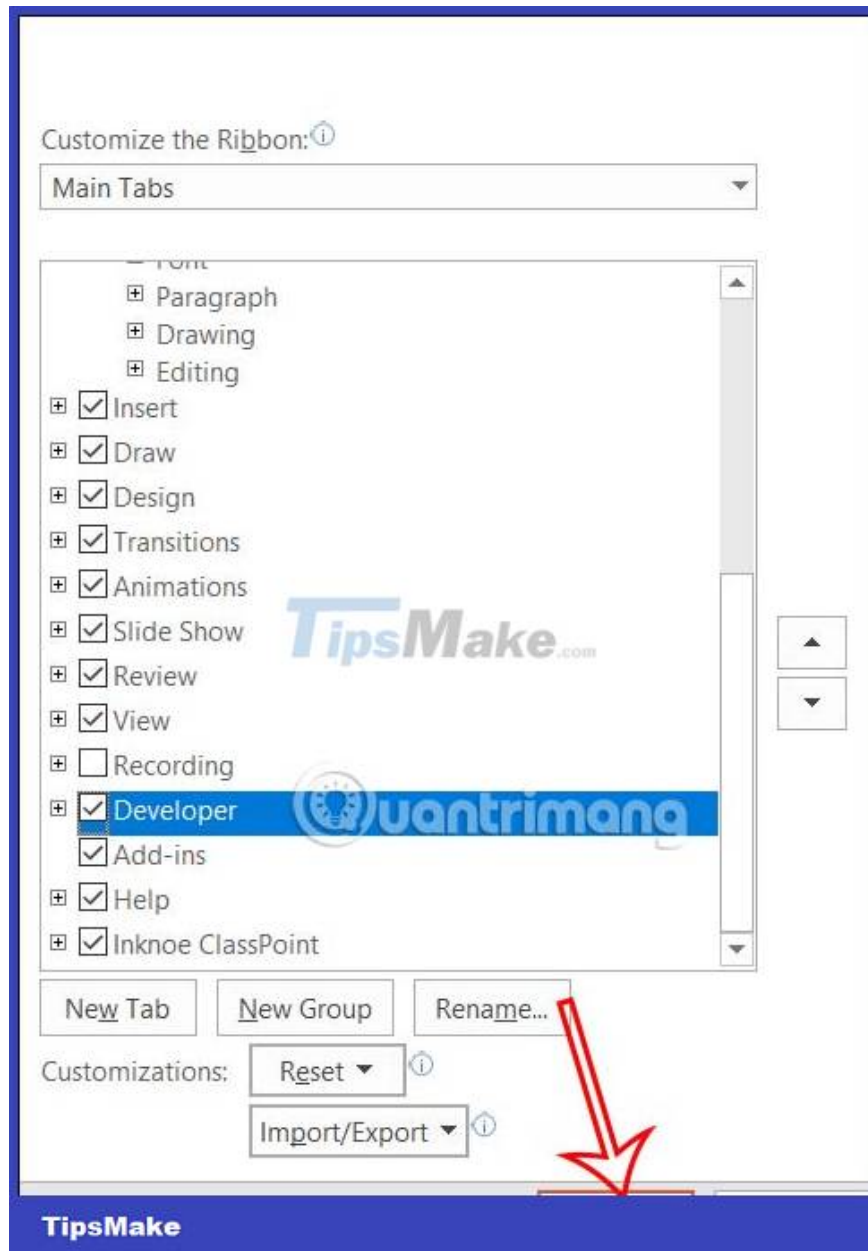
Step 1:

At the interface on PowerPoint, users click on **the File item and then select Options** in the displayed list. Next, click on **Customize Ribbon**.



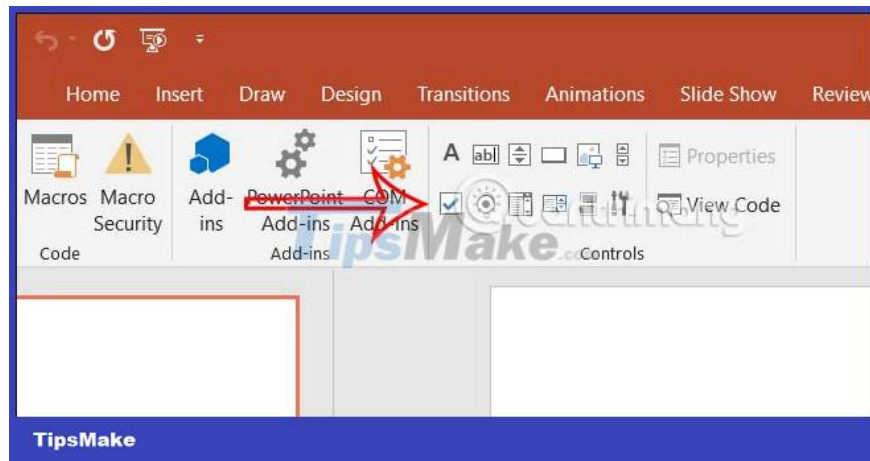
Step 2:

Looking at the content next to it, you look at **the Main Tabs column and then select Developer** to display the Developer tab in the PowerPoint interface.



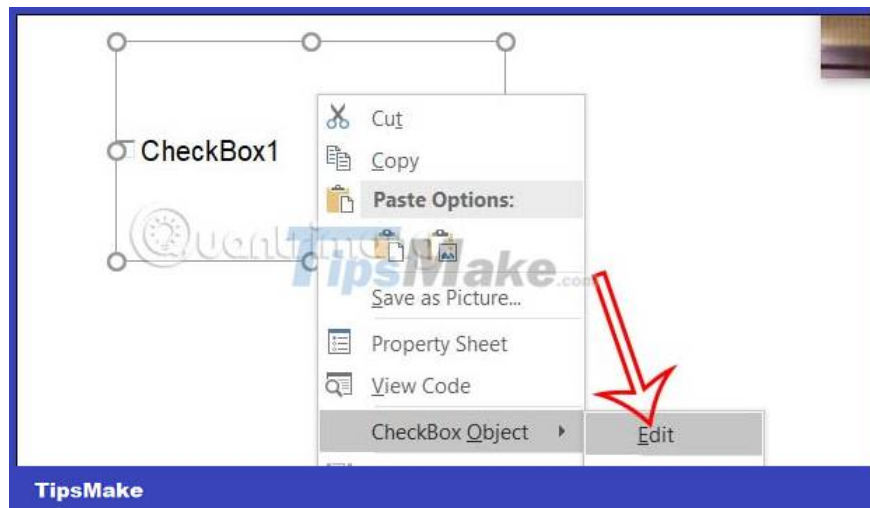
Step 3:

Return to the PowerPoint interface, **click on the Developer tab** , then look down **the Controls group** and click **the checkbox icon** as shown below.



Step 4:

In the slide interface, the user will **drag the mouse at the position where you want to insert the checkbox** , as a result we have a checkbox. Continue to right-click on that **checkbox and then select CheckBox Object** , select **Edit** to be able to insert content into this checkbox.



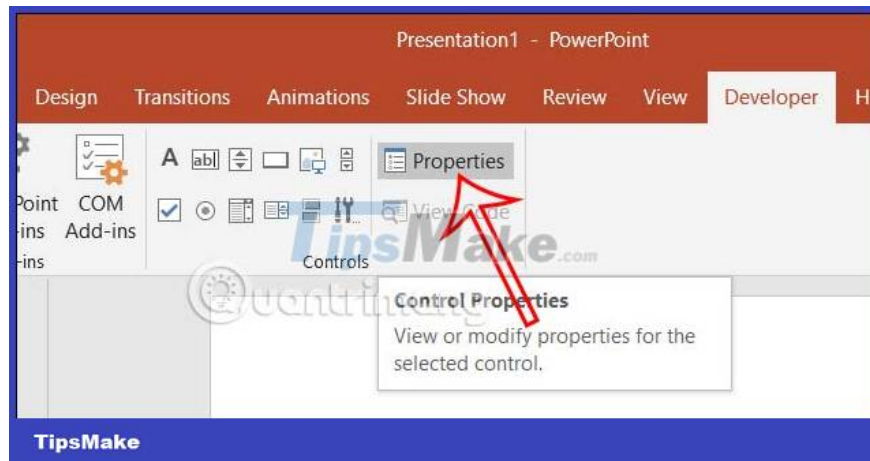
Step 5:

Now you just need **to enter the content for** this checkbox in the slide.

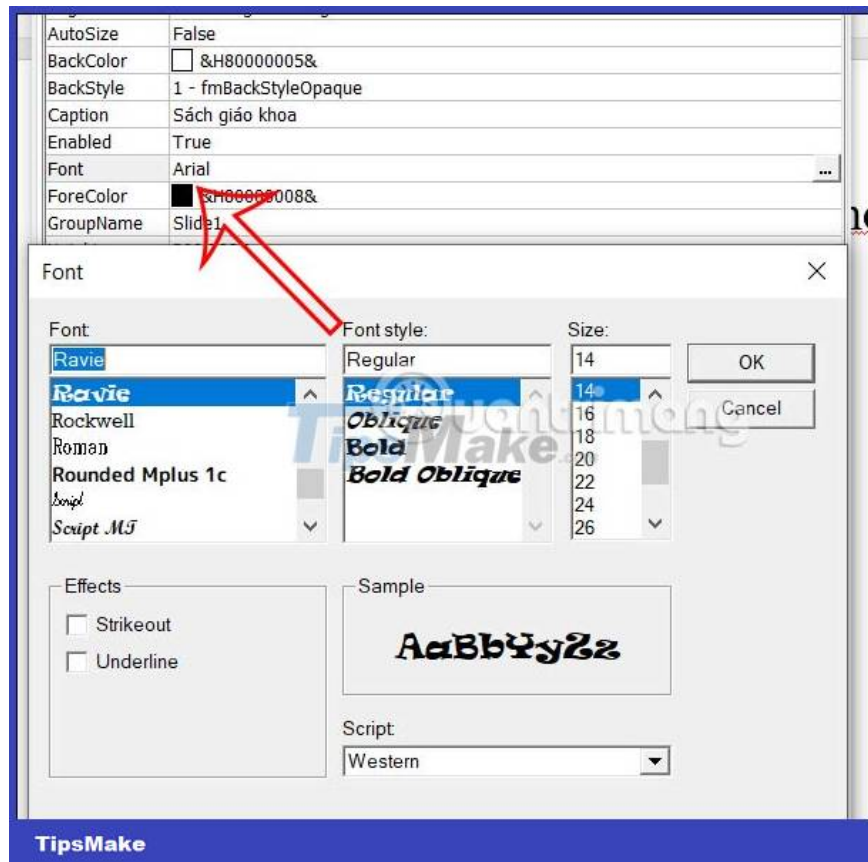


Step 6:

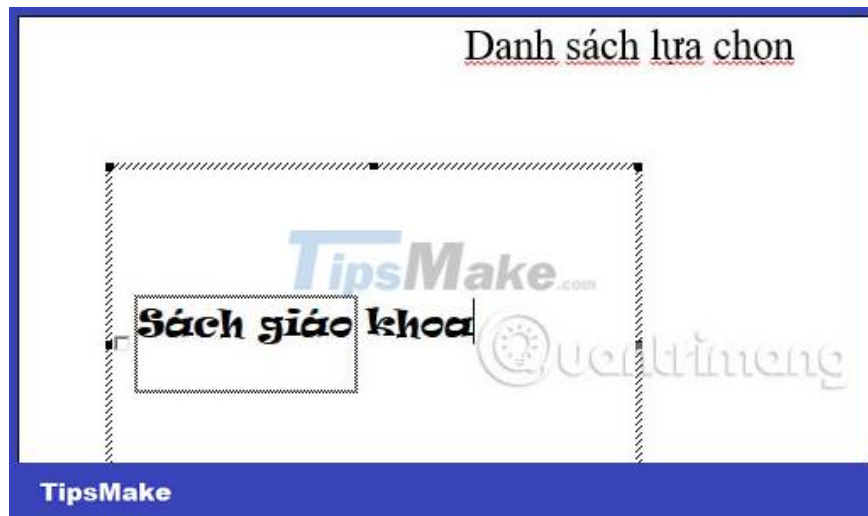
To **change the properties** of this checkbox, we first **click on the checkbox** and then look at **the Developer tab** and click **Properties** to adjust.



Here the user can change the properties of the checkbox, for example, you can change the font displayed in the checkbox. Users click on **the Font item** to change the font again.



As a result, you will see that the font has been changed in the checkbox to the font that the user has selected.



You finished reading the article "[Instructions for inserting checkboxes in PowerPoint](#)" 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.