

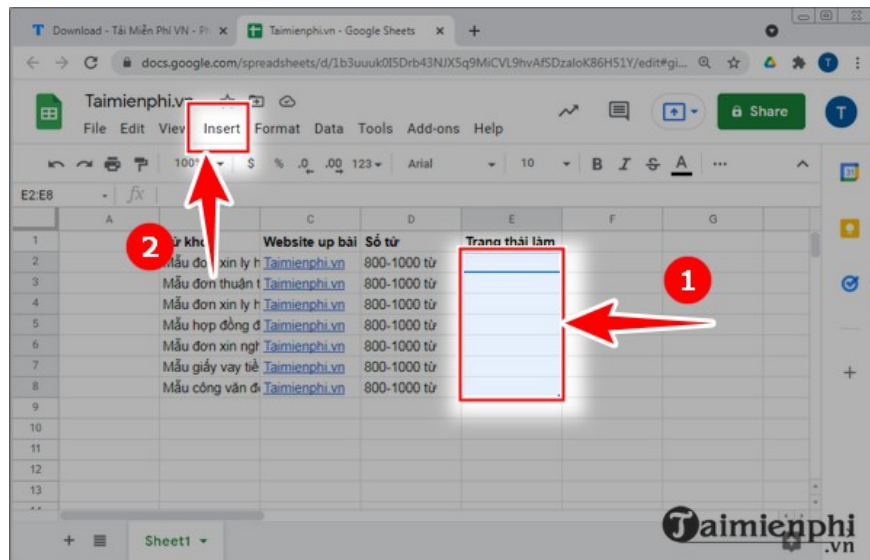
Instructions for inserting checkboxes on Google Sheets, Google Spreadsheets

If you want to list your to-do and completed tasks to control efficiency, follow the instructions to add checkboxes on Google Sheets. This will help you manage your work easily and effectively.

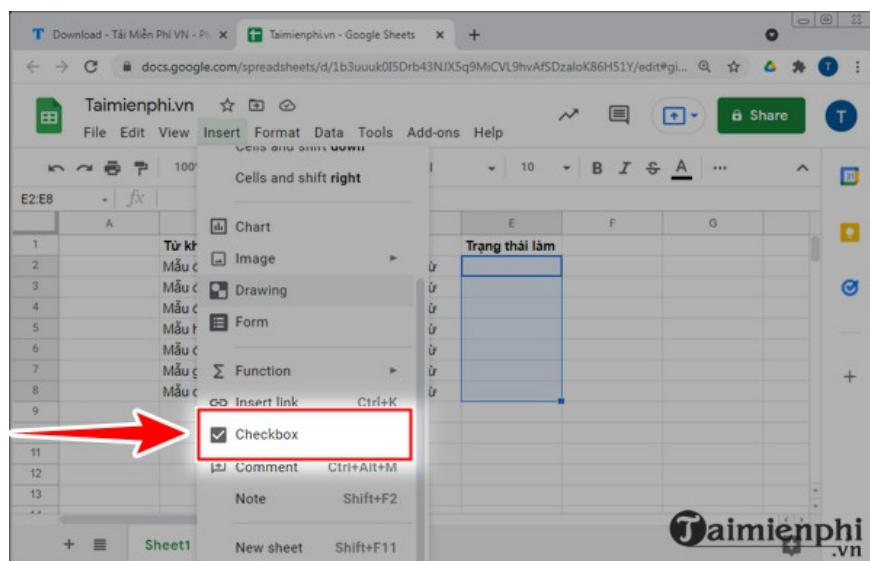
Checkbox, also known as checkbox, is a feature that helps list tasks to do in Google Sheets or Excel. You just need to mark when completing the task, helping to control and manage work easily.

Instructions on how to insert checkboxes on Google Sheets

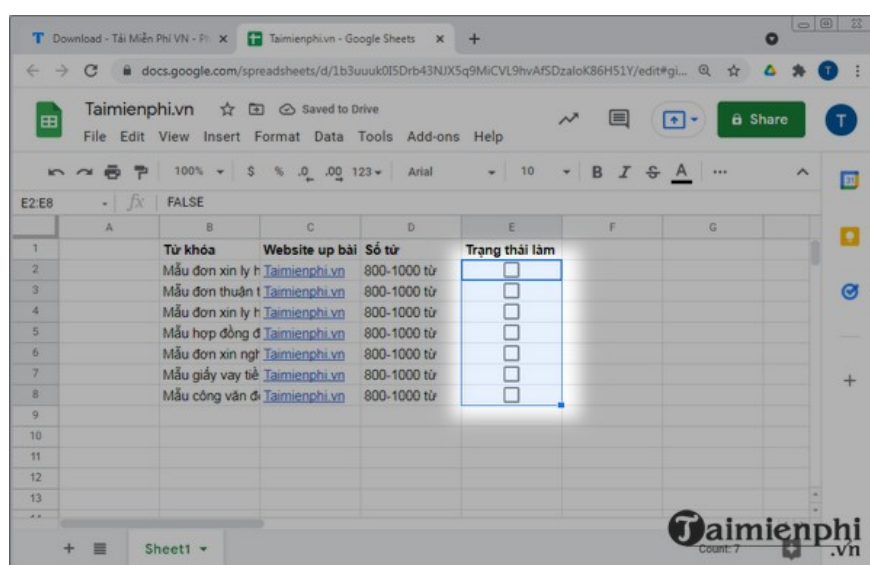
Step 1 : Open the Google Sheets file => click on the cell (can be 1 or more cells) where you want to insert the checkbook (arrow number 1) => click " **Insert** " (arrow number 2).



Step 2 : Drag the options when they appear => click " **Checkbox** ".



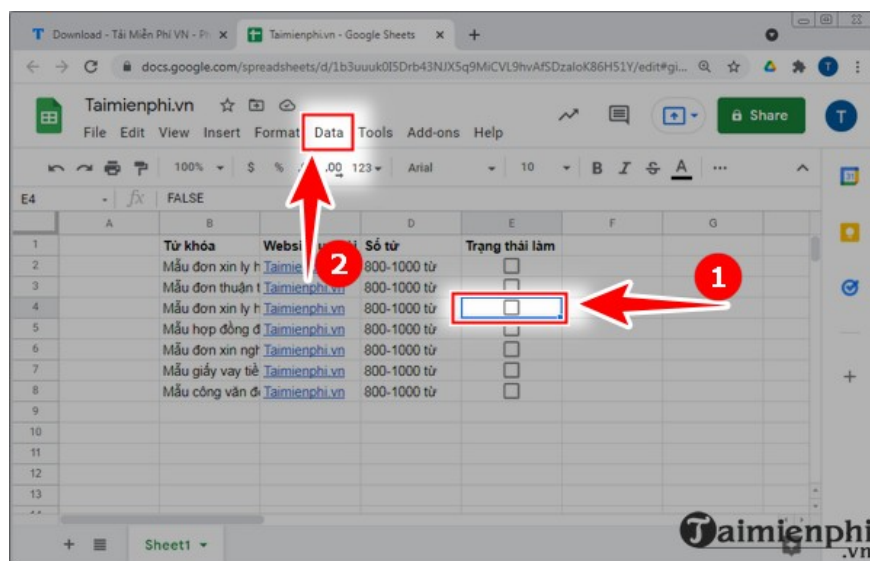
Now you will see the checkbox appear as shown below.



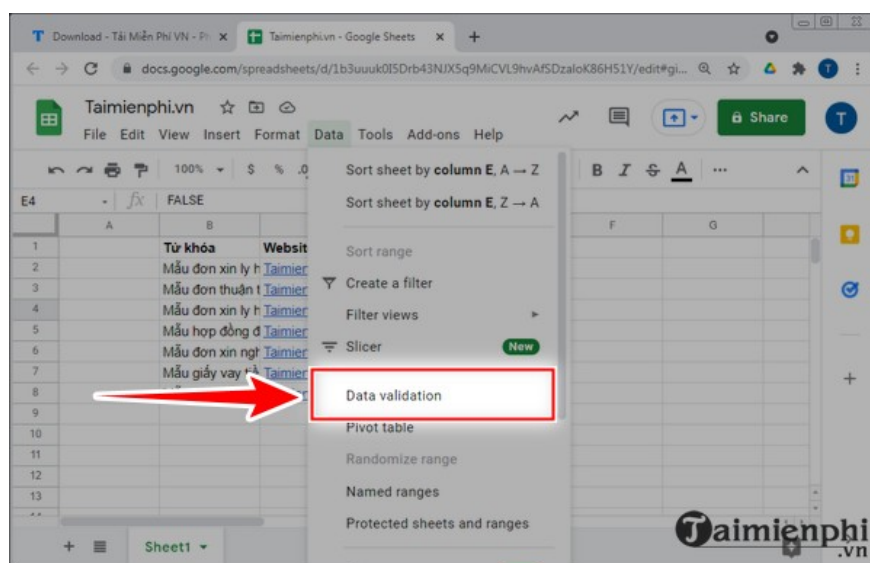
- If you **check the box** , the default value will be **TRUE** . If not, it will be **FALSE** .
- To **create more check boxes** , just drag them down to the remaining box or **copy and paste** .
- If you want to **delete** , click on the **box you want to delete** , then press the **Delete** key .

Note : If you want to check and change the value in the checkbox, please follow these steps:

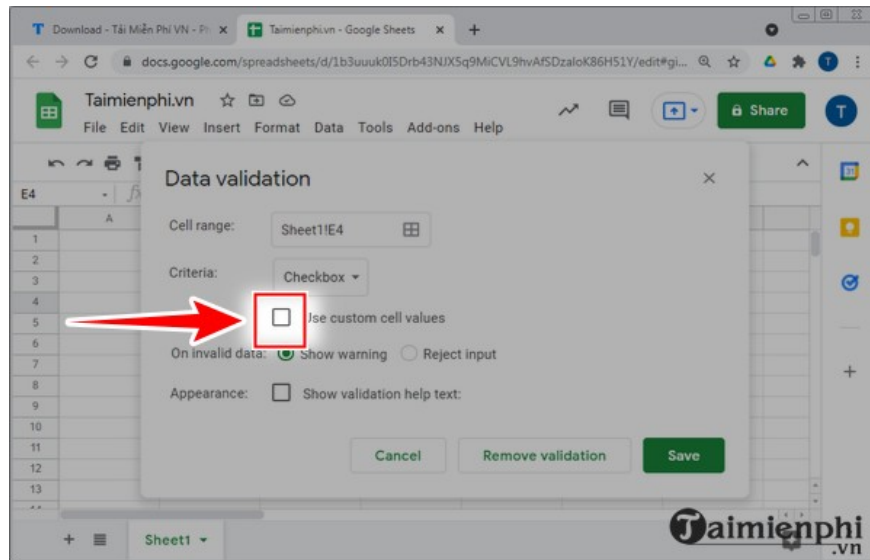
Step 1 : Click on the **checkbox you want to check** , change the value => click "**Data**" on the toolbar.



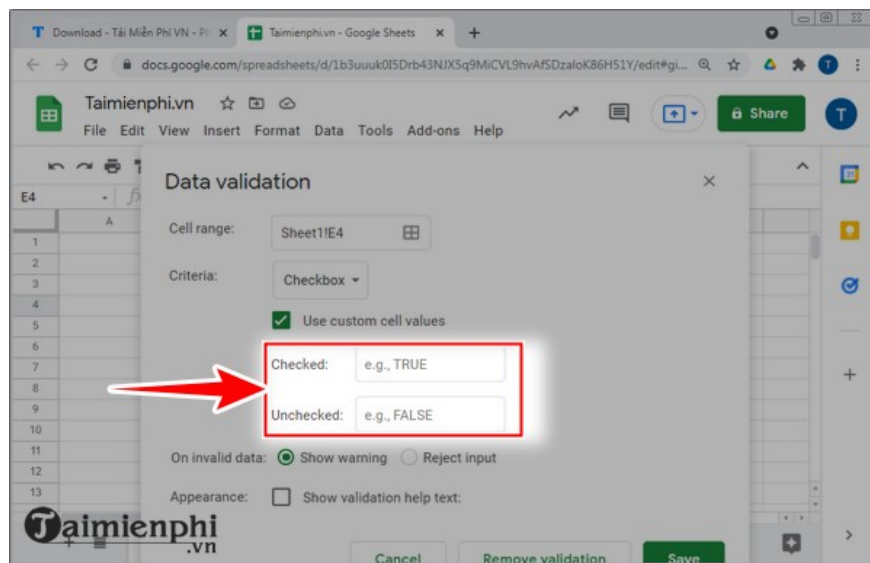
Step 2 : Next, click " Data Validation ".



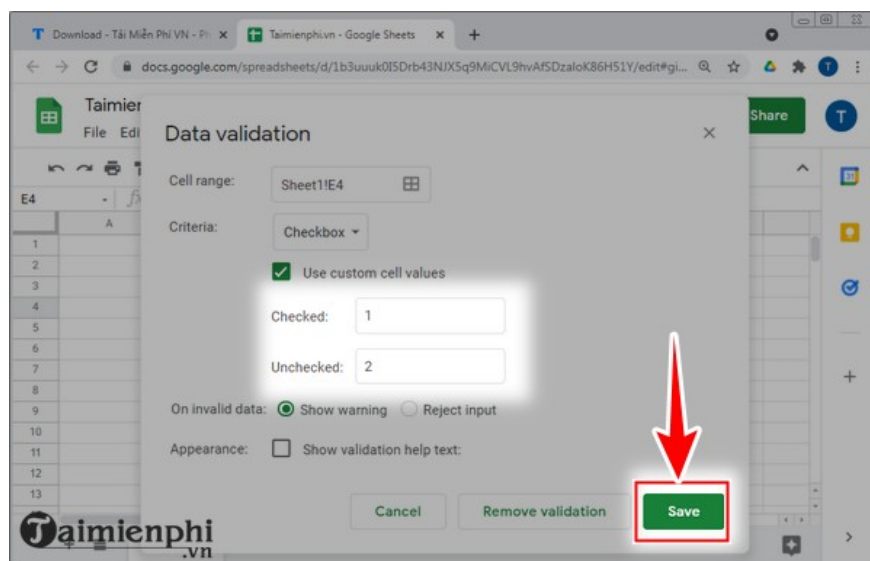
Step 3 : Click on the " Use custom cell values " box.



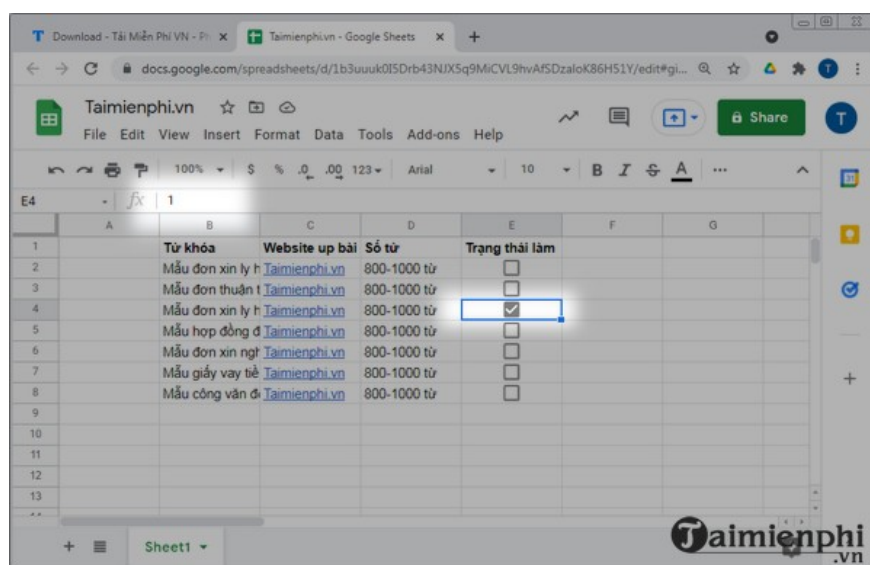
Step 4 : Enter custom values ??into the appropriate "Ticked" and "Unticked " boxes .



Step 5: Then, click " Save " to save the settings.



You check the box where you change the value, you will see the value you set before.



With this guide to inserting checkboxes on Google Sheets, you can create any checkbox at any time to manage work in the table as well as use it for many different purposes.

TipsMake also shares and guides many useful features on Google Sheets such as inserting Templates, calculating time, inserting spreadsheets,. you can refer to them to use Google Sheets most effectively.

You finished reading the article "**Instructions for inserting checkboxes on Google Sheets, Google Spreadsheets**" 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.