

Inserting Checkboxes in Google Sheets



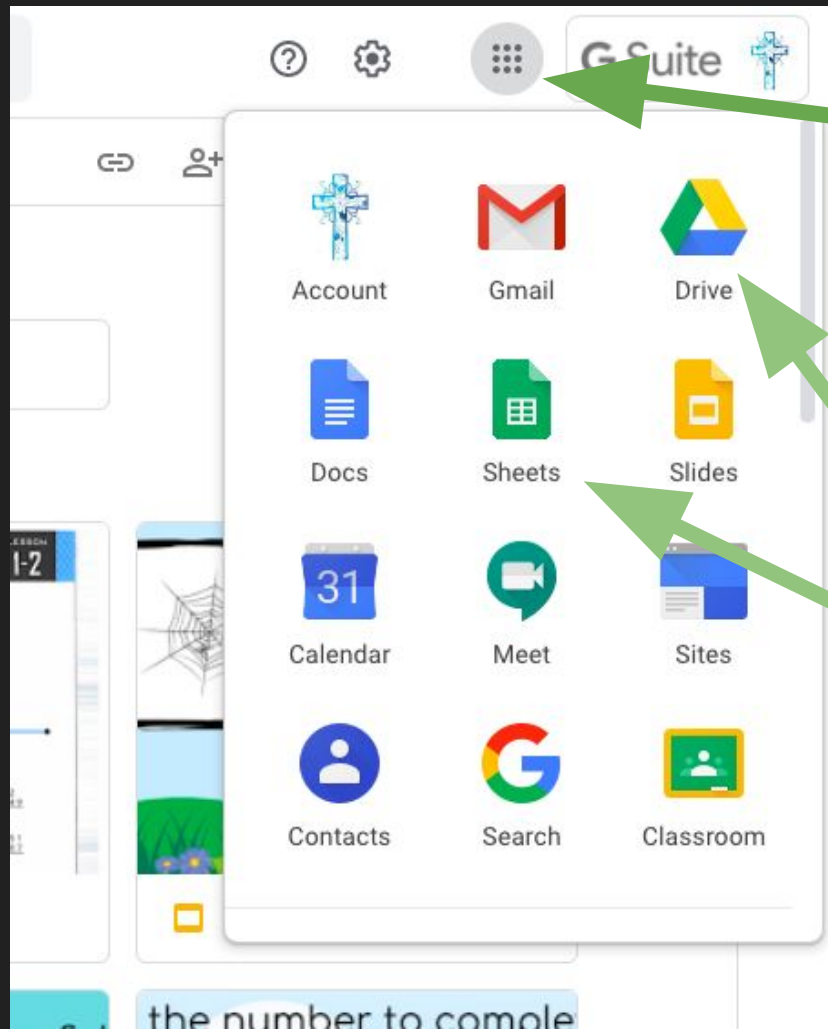
Google



Google Search

I'm Feeling Lucky

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Click on the matrix

Make a new sheets document or open an existing spreadsheet by clicking either Drive or Sheets icon.

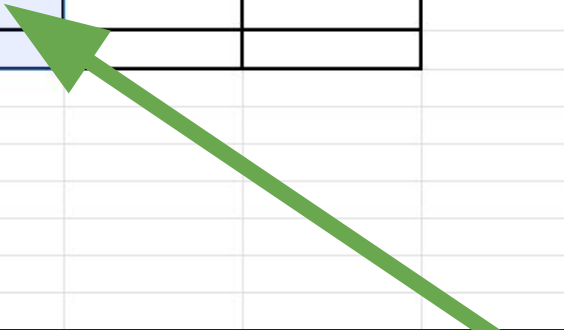
Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Default (Ari... 10

fx

	A	B	C	D	E
1	Next Field Trip				
2		Permission Slip	Money	Emergency Info	
3	Annie				
4	Laura				
5	Emily				
6	Sara				
7	Amanda				
8	Liz				
9					
10					
11					
12					
13					
14					
15					



Create your spreadsheet by entering your desired information

Highlight the cells you wish the check boxes to appear.

Untitled spreadsheet

File Edit View **Insert** Format Data Tools Add-ons Help

6 Rows above
6 Rows below

Column left
Column right

Cells and shift down
Cells and shift right

Chart
 Image
 Drawing
 Form

Function
 Insert link ⌘K
 Checkbox
 Comment ⌘+Option+M

	A	
1		
2		Perm
3	Annie	
4	Laura	
5	Emily	
6	Sara	
7	Amanda	
8	Liz	
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Click "Insert"

Click Checkbox

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Default (Ari...

fx

	A	B	C	D
1	Girls Who Code Field Trip			
2		Permission Slip	Money	Emergency Info
3	Annie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Laura	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Emily	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Sara	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Amanda	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Liz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9				
10				
11				
12				

Use the checkboxes to keep track of desired information.