

# Checklist G+ Follow 9.7k

This example teaches you how to create a checklist in Excel. First, turn on the [Developer tab](#). Next, you can create a checklist.

	A	B	D
1	<b>Holiday Checklist</b>		
2	Passport	<input checked="" type="checkbox"/>	
3	Sun cream	<input checked="" type="checkbox"/>	
4	Swimming costume	<input checked="" type="checkbox"/>	
5	Money	<input checked="" type="checkbox"/>	
6	Medication	<input type="checkbox"/>	
7	Camera	<input checked="" type="checkbox"/>	
8	A good book	<input checked="" type="checkbox"/>	
9	Toothbrush	<input type="checkbox"/>	
10	Travel insurance documents	<input checked="" type="checkbox"/>	
11	Mobile phone	<input checked="" type="checkbox"/>	
12			
13	<b>Total items</b>	<b>10</b>	
14	<b>Items packed</b>	<b>8</b>	
15			
16	<b>Am I good to go?</b>	<b>NO</b>	
17			
18			

## Chapter

[Conditional Formatting](#)

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## Download Excel File

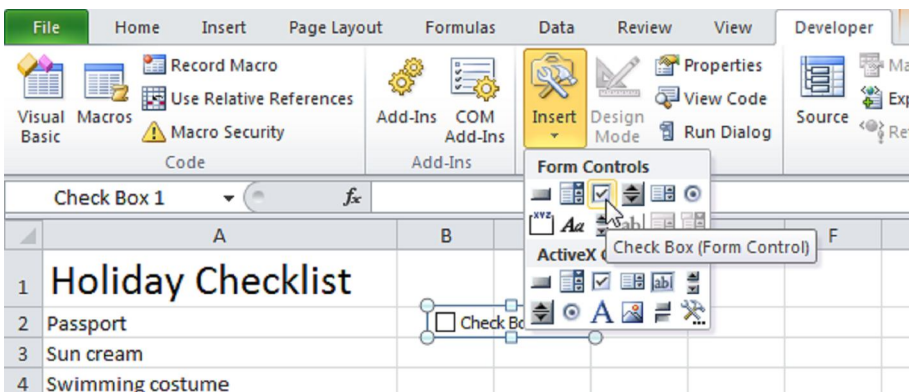
[checklist.xls](#)

## Follow Excel Easy



To create this checklist, execute the following steps.

1. On the Developer tab, click Insert and then click Check Box in the Form Controls section.
2. Draw a check box in cell B2.



3. To remove "Check Box 1", right click the check box, click the text and delete it.

4. Select cell B2.

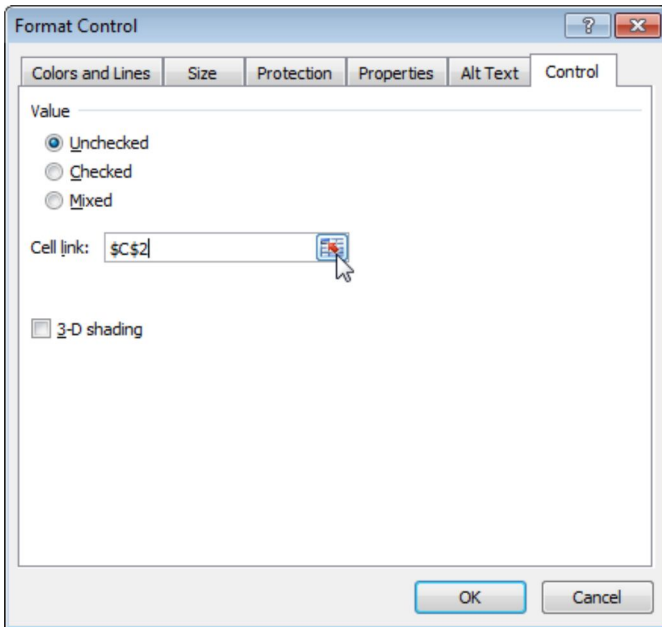
5. Click on the lower right corner of cell B2 and drag it down to cell B11.

	A	B	C	D
1	<b>Holiday Checklist</b>			
2	Passport	<input type="checkbox"/>		
3	Sun cream			
4	Swimming costume			
5	Money			
6	Medication			
7	Camera			
8	A good book			
9	Toothbrush			
10	Travel insurance documents			
11	Mobile phone			
12				

6. Right click the first check box and click Format Control.

	A	B	C	D
1	<b>Holiday Checklist</b>			
2	Passport	<input type="checkbox"/>		
3	Sun cream			
4	Swimming costume			
5	Money			
6	Medication			
7	Camera			
8	A good book			
9	Toothbrush			
10	Travel insurance documents			
11	Mobile phone	<input type="checkbox"/>		
12				

7. Link the check box to the cell next to it (cell C2).



8. Repeat step 7 for the other check boxes.

9. The count the number of items packed, insert a COUNTIF function into cell B14.

	A	B	C	D
1	<b>Holiday Checklist</b>			
2	Passport	<input checked="" type="checkbox"/>	TRUE	
3	Sun cream	<input checked="" type="checkbox"/>	TRUE	
4	Swimming costume	<input type="checkbox"/>	FALSE	
5	Money	<input type="checkbox"/>	FALSE	
6	Medication	<input type="checkbox"/>	FALSE	
7	Camera	<input type="checkbox"/>	FALSE	
8	A good book	<input type="checkbox"/>	FALSE	
9	Toothbrush	<input type="checkbox"/>	FALSE	
10	Travel insurance documents	<input type="checkbox"/>	FALSE	
11	Mobile phone	<input type="checkbox"/>	FALSE	
12				
13	Total items	10		
14	Items packed	2		
15				
16	Am I good to go?	NO		
17				
18				

10. Hide column C.

11. Insert an IF function into cell B16.

Result:

	A	B	D	E
1	<b>Holiday Checklist</b>			
2	Passport	<input checked="" type="checkbox"/>		
3	Sun cream	<input checked="" type="checkbox"/>		
4	Swimming costume	<input checked="" type="checkbox"/>		
5	Money	<input checked="" type="checkbox"/>		
6	Medication	<input checked="" type="checkbox"/>		
7	Camera	<input checked="" type="checkbox"/>		
8	A good book	<input checked="" type="checkbox"/>		
9	Toothbrush	<input checked="" type="checkbox"/>		
10	Travel insurance documents	<input checked="" type="checkbox"/>		
11	Mobile phone	<input checked="" type="checkbox"/>		
12				
13	Total items	10		
14	Items packed	10		
15				
16	Am I good to go?	YES		
17				

Note: we created a [conditional formatting](#) rule to change the background color of cell B16 depending on the cell's value.

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