I'm not a bot



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You can use the custom formula function in Google Sheets to apply conditional formatting based on the value of a checkbox. The following example: Conditional Formatting Based on Checkbox Suppose we have the following dataset in Google Sheets that shows whether various
basketball teams made the playoffs: Suppose we'd like to highlight each of the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked. To do so, we can highlight the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked.
the right side of the screen, click the Format cells if dropdown, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is, then type in the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning of the formula is the following formula: =B2=TRUE Note: It's important that you include the equal sign (=) at the beginning
checkbox is checked in the Made Playoffs column will be highlighted with a green background: The only Team values that have a green background are the ones where the checkbox in the Made Playoffs column is checked. Note that you can choose a different background color as well within the Conditional format rules panel. Green is simply the
default. Additional Resources The following tutorials explain how to perform other common tasks in Google Sheets: Conditional Formatting if Another Cell Contains Text Learn how to use conditional Formatting with Multiple Conditional Formatting if Another Cell Contains Text Learn how to use conditional Formatting if Another Cell Contains Text Learn how to use conditional Formatting with Multiple Conditional Formatting if Another Cell Contains Text Learn how to use conditional Formatting with Multiple Conditional Formatting w
formatting in Google Sheets. This guide covers everything from setting basic formatting rules based on numbers, text, dates, and other cell values, to using custom formulas for cases like deadlines or specific values. By setting up format rules tailored to your unique needs, you'll save time, reduce errors, and make the most important details stand out.
Highlighting specific data with color is a great way to emphasize key information — many of us do this all the time. But if you have data that changes frequently, like values that rise or fall above a certain number, or cells containing particular keywords, manually formatting each cell can be time-consuming and prone to errors. Wouldn't it be great if
such changes to formatting occurred automatically? Conditional formatting in Google Sheets does just that. It automatically updates cell colors based on rules you set so that important cells stand out immediately. Let's explore some examples so you see how easily Google Sheets does just that. It automatically updates cell colors based on rules you set so that important cells stand out immediately. Let's explore some examples so you see how easily Google Sheets does just that.
conditional formatting rule you'd like to add in Google Sheets, it all starts the same — with a few clicks: Select the cells you want to apply the rule to if needed
set up the condition that best fits your needs choose how you want the cells to look like when the rule is met: set a background color or/and font color; make the text bold, italic, underlined or strikethrough. Once everything's set, click Done to save the rule. You can add more rules by clicking Add another rule on the same pane. And you can easily
modify or remove existing rules anytime: With this general setup, you're ready to create specific formatting rules for various use cases. Let's jump right in ? Conditional formatting in Google Sheets is a fantastic way to visually highlight numerical data based on specific values. So let's suppose you want to color orders greater than $200 in total sales
(column F): Select column F (a column with your numbers). Go to Format > Conditional formatting. Choose a condition from the dropdown menu: Greater than or equal to, and enter 200 in the provided field: Set the formatting style you prefer. For instance, use bold red text on a yellow fill color to make the cells stand out: The style will be
immediately applied to all cells meeting your condition: they all change colors accordingly. As an alternative, for a more nuanced visualization, you can use a color scale: In the Conditional format rules sidebar, switch to the Color scale tab. Pick one of the existing sets of colors. Or customize colors for the minimum, maximum and (optionally) midpoint
 values. For example, set light green for the smallest numbers and dark green for the largest so that cells gradually darken as values increase: These are simple yet effective ways to draw attention to numerical patterns in your data? In some cases, you may want to apply different formats based on different conditions to the cells in the same column
Let's say you need to color orders over $200 in green and orders under $100 in red to draw attention to these specific amounts. If color scale is not your best bet, you can try creating several formatting rules, each specific to one criterion: Greater than or equal to 200. Less than or equal to 100. All your rules will be applied at the same time. Thus,
multiple rules let you create a more tailored view of your data, spot key patterns and take action accordingly. While Google Sheets offers standard options to format cells, they may sometimes fall short of covering specific or complex cases where a custom approach is needed. That's why there's this option to use custom formulas as conditions. Custom
formulas let you build your own rules using standard functions and operators. You'll be able to specify whether a cell meets a particular condition. The result of the formula is from the drop-down menu in the Conditional format sidebar:
Let me cover some useful examples so you see how this can work, from highlighting the highest values to marking minimum values while excluding zeros. To color only the max number in a range, use this custom formula in conditional formatting in Google Sheets: =F2=MAX($F$2:$F$50) It checks if each cell in the range is equal to the maximum
value and applies formatting accordingly: If you want to color the top three (or other N) values in a range, create as many formatting rules as you need values, with the following custom formulas for each position: =F2=LARGE($F$2:$F$50, 2) you will need to replace 1 with 2, 3, etc. for each next value you'd like to color: To highlight the lowest
number in a range, use the MIN function in your custom formula: =F2=MIN($F$2:$F$50) If you prefer don't count on zeros as lowest values, use the SMALL
function indicating the position of the number (1st or 2nd small, etc): =F2=SMALL($F$2:$F$50, 1) As you can see, custom formulas add flexibility to conditionally format cells with text in Google Sheets, use the related
rule: Text contains In addition to just entering the word itself, you can incorporate wildcard characters to enable broader pattern will find dark chocolates. Thus, d* pattern will find dark chocola
the actual asterisks and question marks in your cells, add a tilde (~) right before them. For example, Dark? Custom formulas with REGEXMATCH(D2:D50, "Dark") Managing deadlines or tracking orders is yet another task you
can cover with conditional formatting. Google Sheets lets you set up custom rules to highlight dates within specific time frames or to signal when deadlines have passed. Let's highlight those arrival dates that are expected to happen within the next 7 days. The arrival dates are in column G. If you break down the logic, you will need to check that the
date in column G is either today or within the next 7 days. This custom formula will do the trick: =AND(G2>=TODAY(), G2=DATE(2024,11,25), G2 Conditional formatting. On the sidebar that appears, you'll see all the rules applied to the range. Hover over the rule you want to remove and click the trash icon. This will delete that specific rule without
affecting other rules or formats. With all these tips in mind, Google Sheets conditional formatting will play a key role in managing your data. From highlighting values, dates, and text patterns to setting up adaptable rules with custom formulas, you will bring clarity to your data. Now you're ready to bring your data to life in Google Sheets! ? How can
you apply conditional formatting on checkbox cells in Google Sheets? Conditional formatting in Google Sheets can be applied to a range of checkboxes by applying the conditional formatting in Google Sheets can be applied to a range of checkboxes. Create Checkbox Range #To create a range of checkboxes.
checkboxes, select your range and then click on the Data Validation menu item. Here I am using the compressed toolbar view, which allows me to type the menu item I want into the search bar and then click, as seen below: From the Data Validation modal window you need to select the Criteria drop down menu and select
Checkbox. Upon clicking the Save button you should small individual checkboxes in each cell of the range you selected, as seen below: To apply conditional formatting menu item, here I use the search menu and enter Conditional to have the menu item come up: In the Format Rules
area change the Format cells if... drop down field to Is equal to and in the corresponding field underneath set the value to TRUE, like so:As you can see when selecting a checkbox in the range where the Conditional Formatting applies the background color changes to the format set. You can apply the same method for highlighting a cell when the
checkbox is NOT ticked. If this is your use case, then change the value in the format rule from TRUE to FALSE. Then when a cell isn't ticked it will highlight according to the format selected. Highlight Row With Checkbox Ticked #If you wanted to extend your skillset to incorporate having a whole row highlight according to the format rule from TRUE to FALSE. Then when a cell isn't ticked it will highlight according to the format rule from TRUE to FALSE. Then when a cell isn't ticked it will highlight according to the format rule from TRUE to FALSE.
ticked, then you can change your conditional format to use custom formulas. Running with the same example above if you wanted to highlight everything on the active sheet, and then you would need to navigate to the Conditional Formatting menu item, add a new rule and in the Format Rules section select
Custom formula is and then enter the following formula:=INDIRECT("A"&ROW(INDIRECT("RC",FALSE)))Here's what this looks like:As you can see from the result above the entire first row is highlighted because the custom formula inspects the contents in column A and if it is TRUE highlights all cells in that row. As the checkbox range is located in a
column - "A" by capturing the active row using ROW(INDIRECT("RC", FALSE)) and wrapping both together with INDIRECT("RC", 
ticked need to be highlighted, then all you would simply need to do is to wrap your formula with the NOT() function, like so:=NOT(INDIRECT("RC",FALSE))))To apply conditional formatting to cells with checkboxes simply use the rule Is equal to and set the field to TRUE. Then apply the necessary format you want to display and
 whenever the checkbox is ticked it will display the chosen format. If you want to display a format for when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is NOT ticked then change the field from TRUE to FALSE. Also, if you want to highlight a complete row when the checkbox is not provided the change the field from the checkbox is not provided the change the field from the checkbox is not provided the change the field from the checkbox is not provided the change the field from the checkbox is not provided the change the field from the checkbox is not provided the change the change the field from the checkbox is not provided the change the change the change the field from the checkbox is not provided the change the
a custom formula conditional format if your checkbox range is located in column A, otherwise, change the "A" to suit your checkbox column. google-sheets google-sheets spreadsheet interactive. For example, in this tutorial, you'll learn how
to build a simple To Do list application in your spreadsheet by using checkboxes and conditional formatting. Your browser does not support HTML5 video. Here is a link to the video instead. Another common use case for checkboxes in Google Sheets is making it easy for users to select specific rows to be processed by a Google Apps Script script. For
example, consider the following table containing information about employees.1Take action? First nameLast nameDepartment2BenRamFinance4AprilMadisonMarketing5 akeWoodSales6 amesGarlandMarketing5 amesGarlan
some action needs to be taken for each row. One approach could be to enter "Y" to indicate the rows that should be processed.1Take action? First nameLast
nameDepartment2BenRamFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFinance3YJaneRyanFi
that you can do with checkboxes to add interactivity to your Google Sheet. In this tutorial we will explore one use case, and in subsequent tutorials (like this one) we will explore many more. Prerequisites This tutorial covers the following
topics: How to insert checkboxes into a Google Sheets spreadsheet? To insert checkboxes manually, first select the range and then select Insert —> Checkbox in Google Sheets is just a data validation with two states: Checked and Unchecked Your browser does
not support HTML5 video. Here is a link to the video instead. A checkbox in Google Sheets is implemented behind the scenes as a data validation. When you insert a checkbox in Google Sheets is implemented behind the scenes as a data validation. When you insert a checkbox in Google Sheets is implemented behind the scenes as a data validation. When you insert a checkbox in Google Sheets is implemented behind the scenes as a data validation.
 shows the value in cell A4 to be TRUE because the checkbox is checked. In fact, since a checkbox is implemented as a data validation, you can also insert a checkbox by adding validation. Choose Checkbox as the criteria type and select Save. You should now see
 video. Here is a link to the video instead. To do this, select the Use custom cell values checkbox when setting up the data validation and enter the values for the two states. In the screenshot below, I entered "Yes" for the data validation and enter the values for the two states. In the screenshot below is set to the value Yes (instead of TRUE) since
 the checkbox in that cell is checked. Building a To Do list application in Google Sheets by using checkboxes and conditional formatting Google Sheets constantly amazes me since you can build so many useful applications Step 1 — Create a spreadsheet with two columns: status and taskIn the spreadsheet below, I'm using column A for recording the
status of a task and column B for a description of the task. Step 2 — Add data validation to the status column A starting with cell A2 (not A1 since you don't want a checkbox inserted into the header row). Then select Data —> Data validation from the menu. Then edit
the Cell range to ensure the range is A2:A (notice that there is no row number at the end). This will ensure that the data validation is automatically applied to any new rows that you insert into your spreadsheet. Select Use custom cell values and Add Done for the Checkbox as the criteria. Select Use custom cell values and Add Done for the Checkbox as the criteria.
completed rows in green with dark gray text that is crossed. Somehow, seeing a To Do crossed out gives me extra joy $\infty$! Finally, select Done to add the conditional formatting rule that you specified in the sidebar. Now whenever you mark a task as done, you
 should see the row's formatting update per the conditional formatting rule you specified. That's it! In just a few minutes you built a simple To Do application using Google Sheets. You also learned how to build a simple To Do list application using just
checkboxes and some conditional formatting. If you enjoyed this tutorial and you want to learn more, I've got you covered! Please check out my tutorial on how to work with checkboxes in Google Sheets using Google Apps Script. Thanks for reading! Your feedback helps me create better content DISCLAIMER: This content is provided for educational
purposes only. All code, templates, and information should be thoroughly reviewed and tested before use. Use at your own risk. Full Terms of Service apply. Join 1,500+ professionals who are supercharging their productivity with Google Sheets automation Exclusive Google Sheets automation tutorials and hands-on exercises Ready-to-use scripts and
 templates that transform hours of manual work into seconds Email updates with new automation tips and time-saving workflows By subscribing, you agree to our Privacy Policy and Terms of Service Last Updated on November 2, 2023 by Jake Sheridan In this tutorial, you will learn how to use conditional formatting with a checkbox in Google Sheets
Google Sheets makes it easy to format your data based on certain conditions, using what is called conditional formatting is to highlight cells that contain a checkbox. This can be helpful if you want to quickly see which items in
your list are checked off, for example. In this guide, we will show you how to use conditional formatting with a checkbox in Google Sheets. Here's how to apply conditional formatting to. In this example, we'll want to highlight columns A to
 formatting. We'll set '=$G2=TRUE' as our custom formula. Since we've added a '$' symbol next to the letter G, the formula will only look at that column to determine whether to highlighted when conditions are met. Click the 'Done' button to proceed. You should now
have a table with highlights cells when the user checkbox in Google Sheets You may make a copy of this example spreadsheet to test it out on your own. Now, you might be wondering, "Why would I want to conditionally format checkboxes in
the first place?" Well, there are a few good reasons, and they're all about making your data easier to interpret at a glance. Firstly, conditional formatting with checkboxes can help visualize progress. Imagine you're managing a project and tracking tasks using a checklist. By applying conditional formatting, you can quickly see which tasks are
completed and which are still pending. A green background for completed tasks, for example, can make it instantly clear what's done and what's not. Secondly, conditional formatting can help highlight priorities. Maybe a critical
task turns red when unchecked, signaling urgency, and turns green when completed. It's like having a built-in reminder system. Lastly, it's just plain satisfying. There's something delightful about watching your data not just
informative but also enjoyable to work with. Before we can apply any fancy formatting, we need to get our checkboxes or want a quick refresher, here's how you add them to your Google Sheet. First, select the cells where you want to insert
checkboxes. You can select multiple cells at once, which is handy if you're setting up a list. Next, go to the Insert menu and choose Checkboxes will default to unchecked, which Google Sheets treats as FALSE. When you check a box, it changes to TRUE. It's a simple but powerful feature when combined
 with conditional formatting. Now that we've got our checkboxes ready, let's move on to the fun part—making them dynamic with conditional formatting. Alright, let's get into the nitty-gritty of applying conditional formatting. Alright, let's get into the nitty-gritty of applying conditional formatting.
clear. First, select the range of cells containing your checkboxes. Then, go to the Format menu and choose Conditional formatting. You'll see a sidebar pop up on the right of your Google Sheet. This is where all the magic happens. In the sidebar, you'll notice an option to add a new rule. Click on that, and you'll be able to set the condition that triggers.
your formatting. Since we're dealing with checkboxes, set the condition to "Custom formula is." Now, in the formula tells Google Sheets to apply the formatting when the checkbox is checked (TRUE). With the condition set, it's time to choose the formatting style.
This is where you can get creative. Maybe you want the text to turn green, the background to change color, or the font to become bold. Whatever you choose, make sure it serves the purpose of making your data clearer and more impactful. Once you're happy with the formatting style, click Done. And there you have it! Your checkboxes should now
change according to the conditional formatting rule you've set. Try it out by checking a box to see the effect in action. One practical application of conditional formatting for checkboxes to track what's done and what still
needs attention. Imagine a simple task list with tasks in column A and checkboxes in column B. You can apply a conditional formatting rule to the checkboxes so that when a task is completed (box is checked), the corresponding row changes color. This visual cue can help you quickly assess your progress. To set this up, select your range of
checkboxes, and in the conditional formatting sidebar, set the custom formula to =B1=TRUE. Choose a format that makes the completed tasks stand out, like a light green background. With this setup, as you check off tasks, the entire row can change color, giving you a clear, visual representation of what's been accomplished and what's left. Using
this method, you can transform a basic to-do list into a dynamic task manager, making it easier to stay organized and on top of your work. Another fantastic use for conditional formatting with checkboxes is highlighting priorities. Let's say you're managing a list of tasks with varying levels of importance. Some tasks are urgent, while others can wait
By using conditional formatting, you can easily identify which tasks need your immediate attention. For instance, you could have a column for urgency where you use checkboxes to mark tasks as urgent, the text or background color could change to
red, signaling that it requires prompt action. To set this up, select the cells with your checkboxes, and in the conditional format, perhaps with a red background, to make these tasks stand out. This way, even at a quick glance, you'll know
exactly where to focus your efforts. This approach is particularly useful in busy work environments where priorities can shift quickly. By visualizing urgency, you can adapt more easily and ensure nothing critical slips through the cracks. Did you know? Coefficient eliminates the need to export data manually and rebuild stale dashboards. Get started
by pulling live data into pre-built Sheets dashboards. This simple Google sheets add checkbox tool is a game changer. Using checkbox feature is a simple yet effective way to keep track of progress and ensure
that nothing falls through the cracks. To add a checkbox in Google Sheets, users can follow these simple steps: Select the cell where the checkbox will be inserted. Click on the "Insert" menu and select "Checkbox will be inserted. Click on the selected cell. Users can also add multiple checkbox will be inserted. Click on the "Insert" menu and select "Checkbox will be inserted. Click on the selected cell. Users can also add multiple checkbox will be inserted. Click on the selected cell. Users can also add multiple checkbox will be inserted. Click on the selected cell. Users can follow these simple steps: Select the cell where the checkbox will be inserted. Click on the selected cell. Users can follow these simple steps: Select the cell where the checkbox will be inserted. Click on the selected cell. Users can also add multiple checkbox will be inserted.
the same steps Once the checkboxes have been added, users can customize their appearance and behavior by using the "Checkbox" option in the "Data validation" menu. Google Sheets checkboxes are not just for simple task tracking. They can be used for a variety of advanced purposes with the help of formulas. Here are some techniques for using
checkbox formulas in Google Sheets: To count checked boxes in a range using Google Sheets, follow these steps: 1. Identify the Range: Select the cells with checkboxes, e.g., A1 to A10. 2. Use COUNTIF(A1:A10, TRUE) in a separate cell. This formula counts how many boxes are checked (marked as TRUE) in the specified range. It's
To use conditional formatting with Google Sheets Checkbox, users can follow these steps: Select the cell or range of cells with the checkbox(es). Click on the "Format" menu and select "Conditional formatting." In the "Value or formula" field, enter the formula "=A1=TRUE" (replace
 "A1" with the cell reference of the checkbox). Choose the formatting options for the checkbox (e.g. change the background color to green). Click "Done" to apply the formatting options for the checkbox (e.g. change the background color to green). Click "Done" to apply the formatting options for the checkbox (e.g. change the background color to green).
 formulas can be used in other formulas to perform calculations or return values based on the status of a checkbox. For example, to sum a range of cells only when corresponding checkboxes in A1:A10 are checked. As
you can see, there are many ways to take advantage of checkbox formulas in one go can be a bit overwhelming. However, there are GPT add-ons for Google Sheets like Coefficient that you can use to generate formulas, pivots, and charts! Installing Coefficient's Google Sheets
 extension is super quick and you can get started for free right from our website. Once you submit your email, you'll see a big blue button on the Google Sheets menu. Coefficient will be available as an add-on. Free AI-Powered Tools Right
Within Your Spreadsheet Supercharge your spreadsheets with GPT-powered AI tools for building formulas, charts, pivots, SQL and more. Simple prompts for automatic generation. Now launch the app. Coefficient will run on the sidebar of your Google Sheet. Select GPT Copilot on the Coefficient sidebar. Then click Formula Builder. Type a description
of a formula into the text box. For this example, I will calculate the sum the closed won deals to keep this information constantly updated on my report. Let's type: Sums values in A2:B9 in Sheet4 only if checkboxes in B2:B9 are checked. Then press 'Build'. Formula Builder will automatically generate the formula from the first example. You'll simply
copy your formula over to the cell you'd like to place your Closed Won deal value. Checkbox formulas allow for advanced calculations and conditional formatting, streamlining data analysis and management. In conclusion, using the checkbox formulas in Google Sheets can greatly enhance the functionality of your spreadsheets. With these
advanced techniques, you can count checked boxes, apply conditional formatting, and use checkbox formulas in other formulas to perform complex calculations. Bonus, you can do so even faster with Coefficient's GPT formula builder. This tutorial demonstrates how to use conditional formatting with a checkbox control in Excel and Google Sheets.
Click here to jump to the Google Sheets walkthrough. Conditional Formatting With Checkbox About Linked Checkbox for each name in Column C. Each checkbox must be
linked to a cell in Column D. When you click a checkbox that is linked to a cell, the value in the cell changes to either TRUE or FALSE. If you do not want to see the TRUE / FALSE values, change the font color to white. Now, say you want the background color of a name in Column B depending on whether it's checked (i.e., the value is TRUE). Change
Cell Color With Checkbox Create a conditional formatting rule for the range containing the names (B3:B10) to add a fill color to a cell when its checkbox is checked. Since the first checkbox is linked to cell D2 as the determinant for the
conditional formatting rule. Select the list of names and then, in the Ribbon, go to Home > Conditional Formatting > New Rule. From the Rule Description. (2) In the box, enter: =$D3=TRUE Ensure that the $ is only on the column
reference and not on the row reference. This is known as a mixed reference. Then (3) click Format. In the Format Cells window, choose a color (e.g., light blue) and click OK. That takes you back to the New Formatting Rule window, choose a color (e.g., light blue) and click OK. That takes you back to the New Formatting Rule window, choose a color (e.g., light blue) and click OK. That takes you back to the New Formatting Rule window, choose a color (e.g., light blue) and click OK.
 learn about using checkboxes with VBA. Conditional Formatting With Checkbox in Google Sheets The process is similar in Google Sheets with a cell; linking happens automatically. Select the data range and in the Menu, go to
 Format > Conditional formatting. In the Conditional format rules window on the right, (1) choose Custom formula is and (2) enter the formula is and (2) enter the formula is and (3) click Fill color, (4) choose the background color (i.e., light blue), and (5) click
 Done. As in Excel, when you check the box next to each name, that name cell's background turns light blue. Today, we will look at how we can use Conditional Formatting with a Checkbox in Google Sheets. Conditional Formatting and Checkbox in Google Sheets.
spreadsheet customizability. In this article, we'll see 3 suitable examples to use Checkbox with Conditional Formatting in Google Sheets with clear images and steps. At last, you'll get an output like the below image. A Sample of Practice Spreadsheet You can download Google Sheets from here and practice very quickly. Conditional Formatting with
weekend chores in Column B. Now, we want to insert the Checkbox You can also select a range of cells. Here the range is from Cell C5 to Cell C9. Secondly, navigate to the Insert tab and select the Checkbox option. And, you can see the Checkboxes in
Column C. At its base, Checkboxes are no different from Boolean outcomes of TRUE and FALSE, and Googles Sheets views them as such when operating with them. A simple check will prove this. Now, we will display the result of the Checkbox in Column D by writing a simple formula in Cell D5: After that, apply the Fill Handle tool to use the formula
 in the rest of the cells of Column D. Then, you'll see the Boolean outcomes in all the cells of Column D. Finally, when the box is checked the result is FALSE and TRUE when the box is checked. We will use this understanding later when creating the custom formula for Conditional Formatting. Read More: How to Copy Conditional Formatting in
Google Sheets Similar Readings 3 Suitable Examples to Use Conditional Formatting with Checkbox in Google Sheets Below we'll use some custom formulas in all the cases. Example 1. Creating a To-Do List First of all
 we'll create a to-do list with Checkboxes and apply Conditional Formatting there. The Conditional Formatting menu. Steps: At first, activate all the cells from Cell
B5 to D9. Then, simply navigate to the Format rules menu. Next, in the Format rules menu. Next
Checkbox, we enter the following custom formula: Consequently, you can choose your own formatting style. We pick the green color to format our dataset. Then, press the Done button. Further, you'll see the to-do list with Checkboxes is ready. In the end, when you check the box, the corresponding row will highlight with green color. Read More
Google Sheets: Conditional Formatting Row Based on Cell Example 2. Highlighting Whole Range We can also define the Checkbox to highlight a range of cells at once. We only need to bring a slight change to our formula. That being, locking the cell reference of the Checkbox. For our example, we will highlight all the weekend chores in Column B as
soon as the box is checked. Steps: First of all, select all the cells in the range from Cell B5 to B9 and go to Format rules menu. After that, write the following custom formula in the formula box: Next, choose the color green from the Color option and click the Done
button. Lastly, all the values will be highlighted in green when you check the box. Read More: Conditional Formatting Now, we'll apply the Checkbox with multiple Conditional Formatting. Here, we have a dataset that contains the marks
obtained by some students of two different subjects in Columns C and D. Notice that we have added two Checkboxes to determine and highlight certain results. Our first condition is to highlight the cells that contain failing
results (less than 50) when the Checkbox is checked. For these purposes, we'll use the AND function as the custom formula under the Conditions are TRUE and FALSE when any of the conditions are TRUE and FALSE. Let's see how it's done. Steps: Before all, select all of the cells in the range
from Cell C5 to Cell D9, then choose Format > Conditional Formula is from the Formula is from the Format rules menu after that. Thereafter, fill out the formula box with the following unique formula: Then select green from the Format rules menu after that. Thereafter, fill out the formula box with the following unique formula: Then select green from the Format rules menu after that.
dataset will highlight with green color. Again, activate all of the cells in the range from Cell C5 to Cell D9. Then, go to Format rules option at the bottom of the Conditional Formatting. Next, click on the Add another rule option at the bottom of the Conditional Formatting. Next, click on the Add another rule option at the bottom of the Conditional Formatting.
Then, enter the following custom formula in the formula box: Next, choose pink from the Color button, and then click the Done button. Now if you check Cell D12, all of your dataset's values below 50 will be highlighted in pink and green, respectively, when you
check both cells. Read More: Conditional Formatting with Multiple Conditional Formatting with Multiple Conditional Formatting with Checkbox in Google Sheets. We hope our discussion comes in handy. Please feel free to leave any queries or advice you might have for us in the
comments section below. You will also find different articles related to google sheets on our officewheel.com. Visit the site and explore more. Related Articles PREMIUM ACCESSSupport the site by becoming a Premium member and enjoy several exclusive options: Ad-free NavigationNo Tracking ModeIncognito Mode (on the forum) Dark Mode To
 activate conditional formatting in Google Sheets using a checkbox, use the AND function to add the reference of the checkbox cell. Usage Example In this example, a conditional formatting should display the top 5 highest amounts provided that the checkbox is checked: Start by selecting the cell range of the amounts, add a conditional formatting and
choose the formatting rule "Custom formula is". To check if an amount is among the top 5 in the range, the RANK function will be used here: =RANK(B2,$B$2:$G$6,0) 'Custom formula is'. Enter the following formula: =$B2 (which selects all of the checkbox cells). Specify the format (color and the strike-through format). 2. Highlighting Data with
Check Box Functionality You can use the checkbox to make your reports more visually appealing and easier to read. In this example, Google Sheets will highlight the data in the table once you select any checkboxes: This example, if I select the
formula: =AND($E$3,B2>=85) Specify the format when marks are more than 85 (I've used green in my example). Click Done. Click Add New Rule > Format cells if > Custom formula is Enter the following formula: =AND($E$4,B2 Data validation Make sure the value in the Criteria dropdown menu is set to Checkbox Check the "Use custom cell
 values" box. input the values you prefer (e.g., color, font). Click "Save." How to Remove Custom Values from Checkboxes To remove custom values box." Can Google Sheets Add a Checkbox in the Mobile App? Yes, it's possible to use Android and MacOS. To make a check
box in the Google Sheets app: Select the cells you want to add checkboxes to Tap the three dots menu Select Data validation In the criteria dropdown, select the checkboxes to Tap the three dots menu Select Data validation In the criteria dropdown, select the checkboxes to Tap the three dots menu Select Data validation In the criteria dropdown, select the checkboxes in Google Sheets Checkboxes to Tap the three dots menu Select Data validation In the criteria dropdown, select the checkboxes in Google Sheets Checkboxes to Tap the three dots menu Select Data validation In the criteria dropdown, select Data validation In the criteria dropdown 
 pasted like any other regular cell. To delete a checkbox from a cell (or a range of cells), simply select the cells and hit the Delete key. Note: If you select a cell that has a Google Sheets checkbox is a part of the cell, you can format it
 just like any other cell. For example, you can use conditional format rules to apply a color to the cell, changing the checkboxes. Say that you have a list of tasks with checkboxes in adjacent cells. You can select the entire range and sort the list
alphabetically. This will also sort the checkboxes in the selected range. Frequently Asked Questions I hear on the subject. Please take a look and let me know in the comments if I missed anything! What's the Difference Between a Checkbox? There's a slight difference
between a checkmark and a checkbox: A Google Sheets checkmark is a symbol or a bullet point. A checkbox is interactive and confined to a cell. In Google Sheets, a checkbox cannot have any text before or after it. Can You Put a Checkbox and Text in the Same
Cell in Google Sheets? No, you can't. A tick box takes up the entire cells and basically contains a value of TRUE or FALSE. You cannot add any other data to the same cell, but you can modify your formatting to make it look like there's text in the same cell. How Do I Tick Multiple Checkboxes in Google Sheets? Highlight the cells and press the space
bar to tick or untick cells in bulk. Can You Make a Checklist in Google Sheets? Yes, once you have a list of items, highlight the adjacent cells and navigate to Insert > Checkbox to add them. How Do I Use Checkbox is checked. In the
conditional formatting menu for C2, set the rule to "Custom formula is" and use the formula =$B2. This formatting option is incredibly handy for to-do lists. Can You Create a Select All Checkbox? You can select the header row or column headers containing checkboxes to select all of them simultaneously. If you want to highlight several rows or
columns, there's a keyboard shortcut: Hold Ctrl (Cmd on macOS) to select them. Next, check or uncheck them by pressing the space bar. Can You Have Multiple Checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets? No, you can't have multiple checkboxes in One Cell in Google Sheets?
boxes exist in a single cell. Wrapping up A Google Sheets checkbox has so many potential uses - and can quickly take your worksheets and spreadsheet templates to the next level. At Spreadsheet templates the n
to apply conditional formatting to a checkbox and how we can use this to create data that is more user friendly and responsive. When Should you use Conditional Formatting with Checkboxes? Conditional formatting is a great way to make checkbox and how we can use this to create data that is more user friendly and responsive. When Should you use Conditional Formatting with Checkbox and how we can use this to create data that is more user friendly and responsive.
when it is unchecked. How to use Conditional Format on a Checkbox CellFor the examples in this article a sample sheet was created, follow along by clicking here to access the sample sheets conditional formatting
checkboxStep 2: Select Format > Conditional formattingWith the range highlighted from the top toolbar select Format, then select Conditional formatting menuStep 3: Change the format rulesYou will now see a pop up menu appear on the right hand side called
Conditional format rules. Google Sheets conditional format rules if..." be sure to change this from Is not empty to Text is exactly. This will show a new Value box underneath this menu. Enter TRUE. When a checkbox cell state is checked the cell value is set to
TRUE and FALSE if not checked. We can utilize these parameters. Google Sheets conditional formatting checkbox: Rules and styleNext change the text to an array of options including bold, italic, underlined, strikethrough or
text color. For this example we will choose the cell fill color to Green. Google Sheets conditional formatting checkbox: Results How to use conditional formatting with
checkboxes in Google Sheets? Example: Create a to-do list. Step 1: Select the data range Select the range of data you want to apply the conditional formatting to. In our example we will be selecting the item cells but we can include the full row by highlighting both columns at this step. How to use
conditional formatting with checkboxes Google Sheets Format pollowed by Conditional formatting with checkboxes Google Sheets: Format menu will now appear to the right called
Conditional format rules, select the drop down menu underneath the "format cells if ..." label in Format rules. At the bottom of the drop down menu you will see the option for Custom formula is. Click on this option. How to use conditional formatting with checkboxes Google Sheets: Custom formula Step 4: Enter the custom formula and formatting with checkboxes.
styleWhen the Custom formula is selected, a new input box will apply to the other cells in the column. For our example this will be =$G4We are then able to format the style of the text. We will apply the Strike-through format to our
text. How to use conditional formatting with checkboxes Google Sheets: StyleStep 5: Select done to see your results Select Done, you can now test the results and see that when checkboxes Google Sheets: StyleStep 5: Select done to see your results Select Done, you can now test the results and see that when checkboxes Google Sheets:
ResultsConclusionIn this article, we have demonstrated different ways in which we can apply conditional formats to checkboxes to make spreadsheets more dynamic and responsive. Related ArticleGoogle Sheets Compound Interest Formula (2025 Guide)
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