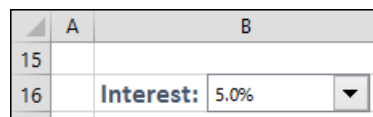


## Lesson 9-5: Add a check box control to a worksheet form

In this lesson we will improve the form to model interest-only mortgages.

- 1 Open *Mortgage Calculator-5* from your sample files folder (if it isn't already open).
- 2 Left-align the text in cell B16.
  1. Select cell B16.
  2. Click: Home→Alignment→Align Text Left.
- 3 Move the combo box so that it appears directly after the *Interest:* text.
  1. Right-click the combo box.
  2. If a shortcut menu appears either press the <Esc> key or click once again inside the control to close it.
  3. Use the arrow keys on the keyboard to move the combo box to its new position.
  4. Your combo box should now look like this:



- 4 Add a check box control so that it completely fills cells C16:D16.
  1. Click: Developer→Controls→Insert→Check Box (Form Control).
  2. Hold down the <Alt> Key. This will make the control fit perfectly in the cells.
  3. Click just inside the top left border of cell C16 and drag to just inside the bottom right border of cell D16.
  4. Release the mouse button.
  5. The control is inserted into the cells (and aligns perfectly).



Your check box may have a caption such as *Check Box 20* as the control number is not consistently applied.

- 5 Change the check box caption to *Interest Only Loan*.

Change this in the same way that you changed the option button captions in: *Lesson 9-1: Add group box and option button controls to a worksheet form*.



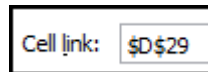
**6** Add an input cell to link to the new check box.

1. Insert a row above row 29.
2. Type the text **Interest Only?** Into cell B29.

|    | B                         | C | D      |
|----|---------------------------|---|--------|
| 28 | Interest                  | 7 | 5.0%   |
| 29 | Interest Only?            |   |        |
| 30 | Annual Income (after tax) |   | 38,000 |

**7** Connect the data from the *Interest Only Loan* check box to cell D29.

1. Right-click the *Interest Only Loan* check box.
2. Select *Format Control...* from the shortcut menu.
3. Click the *Control* tab.
4. Click in the *Cell link* box.
5. Click in cell D29.



6. Click the OK button.

**8** Test the cell link.

1. Click away from the check box to de-select it.
2. Click the *Interest Only Loan* check box a few times.

When the box is checked, TRUE appears in cell D29. When the box is unchecked, FALSE appears in cell D29.

|    | C  | D |
|----|--|---|
| 16 | <input checked="" type="checkbox"/> Interest Only Loan |   |

|    | B              | C | D    |
|----|----------------|---|------|
| 29 | Interest Only? |   | TRUE |

|    | C   | D |
|----|---|---|
| 16 | <input type="checkbox"/> Interest Only Loan |   |

|    | B              | C | D     |
|----|----------------|---|-------|
| 29 | Interest Only? |   | FALSE |

**9** Save your work as *Mortgage Calculator-6*.