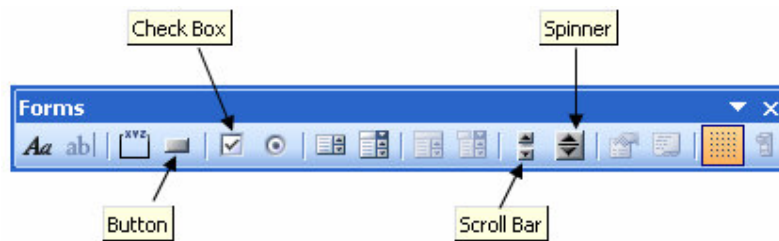


Buttons, Sliders & Spinners

Excel has a variety of 'controls' which can be used very effectively to add further interactivity to your worksheets.

This help sheet will look at four of these controls; Button, Check Box, Scroll Bar and Spinner. These are available from the Forms toolbar (not the Control Toolbox).



To enable the forms toolbar go to: **View > Toolbars > Forms**

To draw a control on a worksheet:

1. Click the button on the Forms toolbar that represents the control you want to draw. As soon as you make your selection, your mouse pointer takes on a crosshair shape.
2. Move the crosshair to the top left corner of the spreadsheet where you want the control to appear. Drag down and right to make a space for the control.
3. Release the mouse button. The control appears. Round handles at the corners and edges show that the control is selected. In its selected state, the control you just added to the worksheet can be moved, resized, or have properties changed.

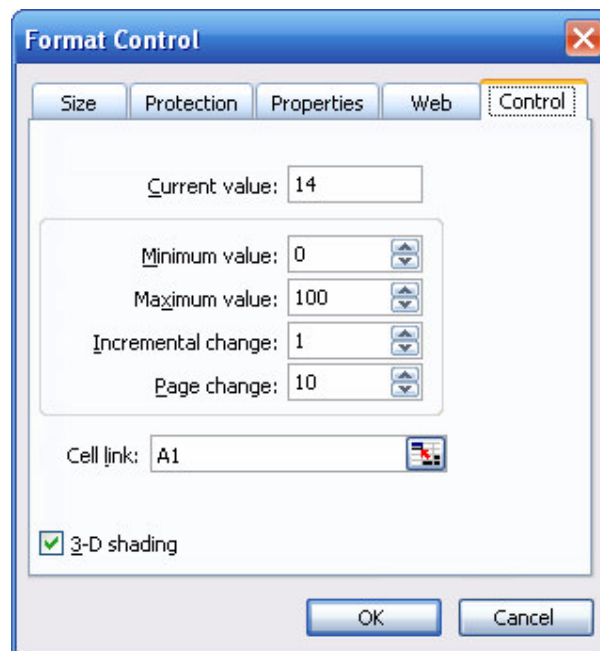
Spinners and Scroll Bars

Spinners and Scroll Bars are very similar, both are used to increase or decrease the value in a cell. Clicking once will increment the value, holding down the mouse button makes it change continuously.



To set the defaults and limits on a spinner control:

1. Right-click the spinner control and choose the Format Control command.
2. On the “Format Control” pop-up, select the “Control” tab.
3. In the Current Value box, enter the value you want the linked cell to have by default when the worksheet opens.
4. In the Minimum Value box, enter the lowest value you want the spinner to produce. In the Maximum Value box, enter the highest. Set the amount of change for each click to the spinner in the Incremental Change box. (Page change is not used)
5. Enter the cell in the worksheet that you want to receive the spinner result in the Cell Link box and click OK.



Hint: Resizing a scroll bar so that it is longer than it is tall will change it into a horizontal bar.

Here is an example of a spinner and scroll bar in an Excel worksheet:

	A	B	C	D	E
1	6			3	
2					▲
3					▼
4	◀				▶
5					

Check Box

The check box is used to create True/False responses. Check Box 1

It is linked to a cell, the result of the appears as TRUE or FALSE in the linked cell. Checked = TRUE, unchecked = FALSE.

	A	B	C
1	TRUE	<input checked="" type="checkbox"/> Check Box 1	
2	FALSE	<input type="checkbox"/> Check Box 2	
3			

This control is often used with an IF function and can also be used to create Show/Hide effects when used with conditional formatting.

To set defaults and the cell link on a check box:

1. Right-click the check box and choose Format Control.
2. Select the "Control" tab in the "Format Control" tabbed dialog.
3. Select the default value of the check box (unchecked for FALSE, checked for TRUE, Mixed for Not Applicable).
4. Select the "Cell Link" edit box and click the cell in which you want to hold the results (TRUE, FALSE) of the check box.
5. Click OK.
6. Right-click the check box then click somewhere inside box to edit label.

To use a check box to hide/show elements of your worksheet you need to use it in conjunction with conditional formatting. Conditional formatting normally affects the cell that the condition is based on. However, we will use a check box to control the formatting of a different cell(s).


1. Open a new spreadsheet and type "Hello" into cell A1.
2. From the Forms toolbar create a check box and link it to cell B1.
3. Highlight cell A1 and go to **Format > Conditional Formatting**.
4. Change the first option from 'Cell Value Is' to 'Formula Is'.
5. To the right enter the formula: **=IF(B1,TRUE,FALSE)**
6. Click **Format...** and set the font colour to white.
7. Click Ok and OK again.

When the check box is checked the font colour is changed to white, i.e. the text 'disappears'.

The formula in step 5 works as follows; **=IF(B1,** (if the value of cell B1 is TRUE then set condition of format to) **TRUE,** (i.e. carry out formatting, else) **FALSE)**

Button

A button is used to run a macro. A macro is a piece of programmed code which contains a series of commands and functions that are stored in a



Microsoft Visual Basic module and can be run whenever you need to perform the task.

Fortunately you do not have to be a computer programmer or have any knowledge of the visual basic programming language to create and use macros.

To illustrate how to create both a button and a macro for it to run, the following example will produce a button that will resize a worksheet so that the workspace fills the screen.

1. Open a new spreadsheet, select cells A1 to I20.
2. Fill the cells any colour you like!
(If the Fill button is not available go to **Format > Cells > Patterns** and pick a colour)

Now we will record a macro to 'zoom in' on the coloured cells.

3. Go to **Tools > Macro > Security**, ensure that **Medium** level is checked.

Follow the next set of steps exactly:

4. Go to **Tools > Macro > Record New Macro**
5. Give your macro a name, e.g. FitScreen (spaces not allowed)
6. Click **OK**
7. Highlight cells A1 to I20 (do this even if they are still highlighted from before)
8. Go to **View > Zoom > Fit selection > OK**
9. Select any single cell.
10. Go to **Tools > Macro > Stop Recording**

You have now created a macro.

11. From the Forms toolbar draw a button at the top left of the worksheet.
12. The 'Assign Macro' window will immediately appear.
13. Select your macro then click **OK**.
14. Right-click the button then left-click it to edit the text and the label to 'Fit Screen'.

Click your button! You should see the coloured cells fill, or almost fill, the screen area.

For those interested in VB here is the code for this macro:

Sub FitScreen()	Name of macro (VB subroutine)
Range("A1:I20").Select	Select cells A1 to I20
ActiveWindow.Zoom = True	Set this as size of current window (screen)
Range("A1").Select	Select cell A1
End Sub	