

How to Make a Checklist in Excel

When you have several things to do in a day, it's common to use a checklist to ensure you don't leave anything out. But checklists are not just for personal or household uses, they are used for all types of occasions. From project inspection to bills payment, a checklist is a simple but practical tool. The guide below offers basic instructions for how to create and customize your own checklist. By using Microsoft Excel templates, you can make a checklist in minutes! The guide applies to earlier and later versions of Excel, including MS Excel 2019 and MS Excel for Mac 2016.

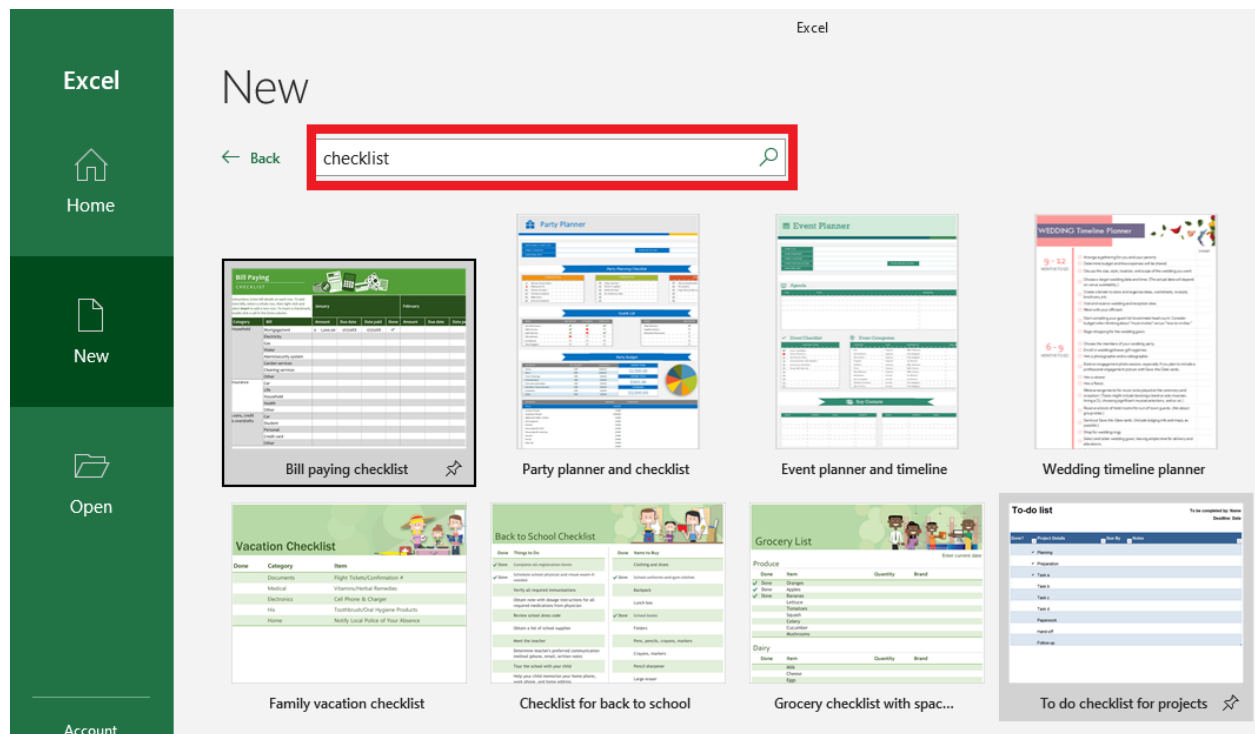
SUMMARY:

- For Windows: Click the **New** button. Type in **Checklist** in the search bar. Choose a template and click **Create**.
- For Mac: Go to **New** and type **Checklist** in the search bar. Select a template and hit **Create**.

How to Make a Checklist Using Templates in Microsoft Excel

Creating a checklist is simple and easy. It's made even simpler with the use of Microsoft Excel's ready-to-use templates. Just follow the step-by-step guide below to start customizing your own checklist!

1. Open the Microsoft Excel application, click **New** on the menu bar on the left. Type in 'checklist' to view all available templates.



2. Choose your desired template and hit **Create**.

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Vacation Checklist

Done	Category	Item
	Documents	Flight Tickets/Confirmation #
	Medical	Vitamins/Herbal Remedies
	Electronics	Cell Phone & Charger
	His	Toothbrush/Oral Hygiene Products
	Home	Notify Local Police of Your Absence

Family vacation checklist

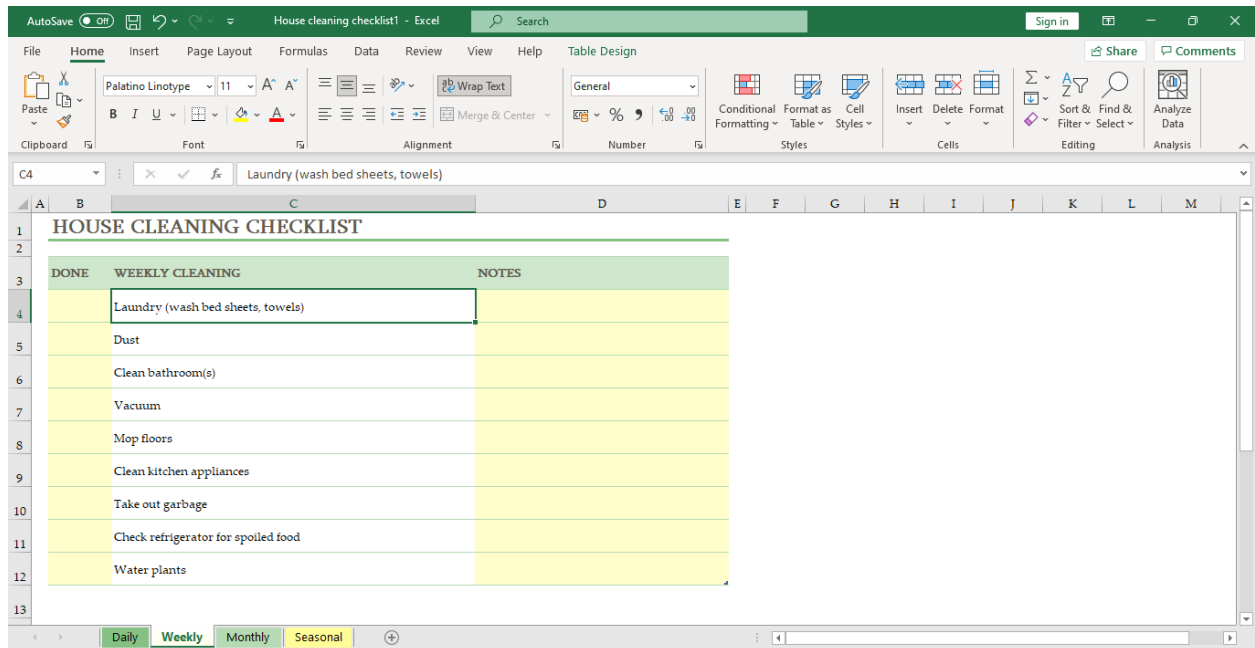
Provided by: **Microsoft Corporation**

Use this checklist for family vacation planning or customize it for other needs. Formatting crosses out completed items.

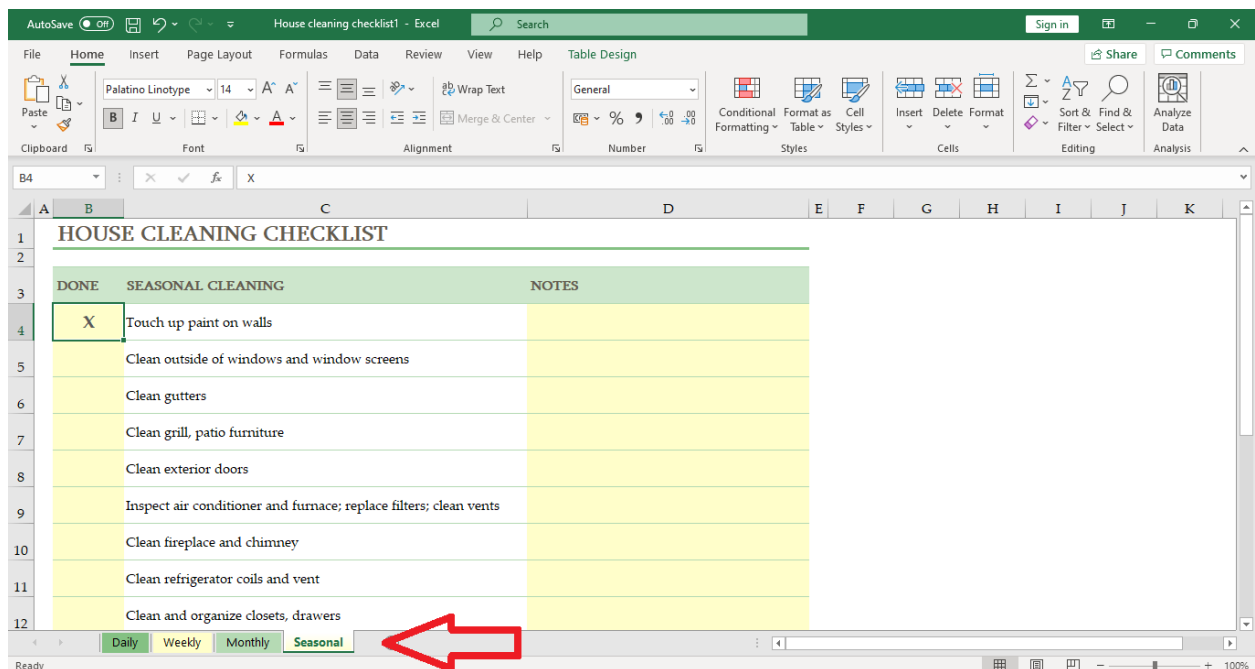
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3. Change or retain the title of the checklist, whatever your preference is. Simply click on the cell to edit the text. The example below is a basic house cleaning checklist. List each of your cleaning tasks and include any additional notes if needed. Feel free to add or delete rows as well.



4. Mark a task as done by typing an **X** beside it, or any character or symbol of your choice. The sample template also comes with different spreadsheets for weekly, monthly, and seasonal cleaning. You can use just one or all, depending on your needs.



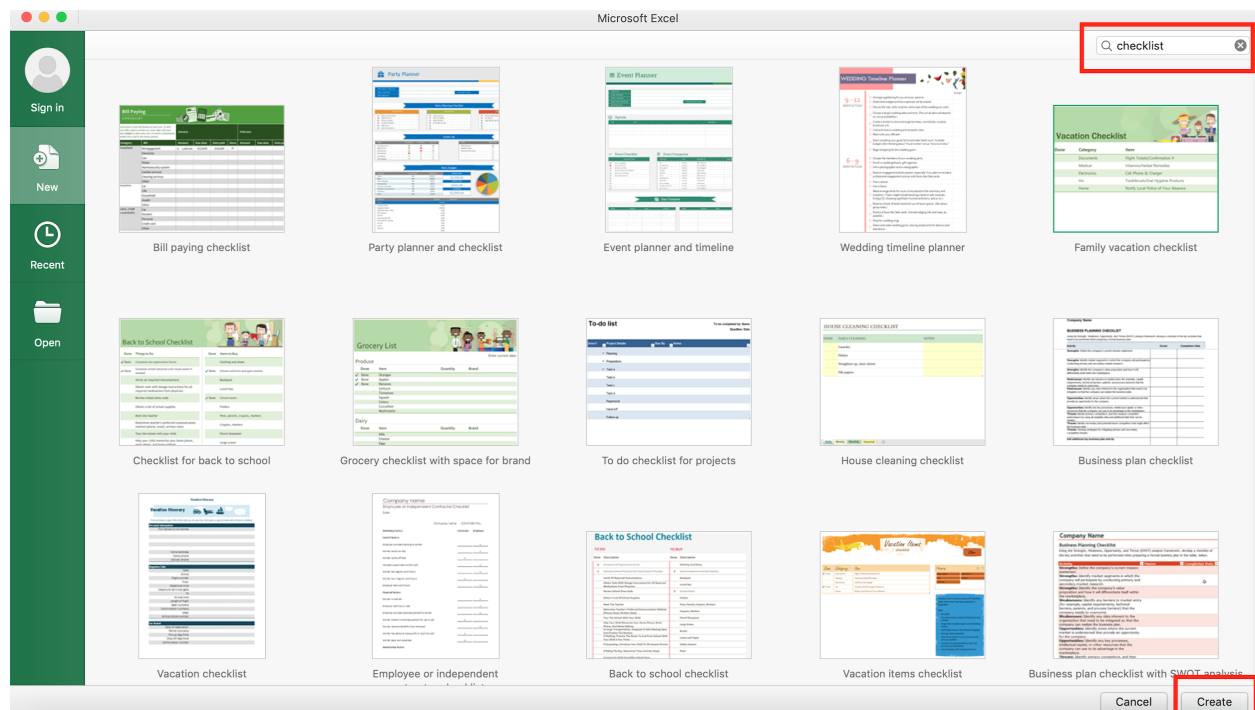
5. After editing, save the Excel file. You can print out your checklist or add new tasks over time. For additional tasks and other modifications, simply edit the spreadsheet as needed.

Note: If you're looking for more choices, be sure to check out [Template.net](https://www.template.net) for a lot more downloadable [checklist templates for Excel](https://www.template.net).

How to Create a Checklist for Mac Using Microsoft Excel

If you're a Mac user, refer to this quick guide to creating a checklist. The guide applies to most versions including MS Excel for Mac 2011 and MS Excel for Mac 2016.

1. Select the **New** document icon. On the upper right portion of the page, type 'checklist'. Pick a template then click **Create**.



2. Edit the title header of your checklist, as needed. To make it more organized, you can divide your checklist into two main categories: 'To Do' and 'To Buy', as seen in the sample template below. Add items on the description column by clicking the cell and editing the text inside it.

Back to school checklist3

Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format

Calibri (Body) 12 A A

B I U

Wrap Text Merge & Center

General

09 X ✓ fx 3333

	A	B	C	D	E	F	G
1	Back to School Checklist ←						
2	TO DO			TO BUY			
3	Done	Description		Done	Description		
4	X	Complete All Registration Forms			Clothing And Shoes		
5	X	Schedule School Physical And Visual Exam If Needed		X	School Uniforms And Gym Clothes		
6		Verify All Required Immunizations			Backpack		
7		Obtain Note With Dosage Instructions For All Required Medications From Physician			Lunch Box		
8		Review School Dress Code		X	School Books		
9		Obtain A List Of School Supplies			Folders		
10		Meet The Teacher			Pens, Pencils, Crayons, Markers		
11		Determine Teacher's Preferred Communication Method (Phone, Email, Written Note)			Crayons, Markers		
12		Tour The School With Your Child			Pencil Sharpener		
13		Help Your Child Memorize Your Home Phone, Work Phone, And Home Address			Large Eraser		
14		Arrange Transportation, Designate A Safe Meeting Spot, And Practice The Routine			Binder		
15		If Walking, Practice The Route To And From School With Your Child A Few Times			Loose Leaf Paper		
16		If Carpooling, Introduce Your Child To All Carpool Drivers			Safety Scissors		
17		If Riding The Bus, Determine Times And Bus Stops			Ruler		
18		Arrange For Child Care/After School Care					
19		Plan A Menu For Breakfasts, School Snacks, Packed Lunches, And After-School Snacks					
20		Determine Homework Location And Schedule					
		Establish A Bedtime Routine At Least Two Weeks Before					

Back to School Checklist +

3. Under the **Done** column, simply place an **X** or any character to mark an item as finished.

4. Once you're done editing, save your document to your computer, cloud, or external drive. You can either share or print out your checklist.