

How can I use Google Sheets' conditional formatting to change cell formatting based on the status of a checkbox?"

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Google Sheets' conditional formatting feature allows users to automatically change the formatting of cells based on specific conditions or criteria. This can be particularly useful for managing data, as it provides a visual representation of the data's status. One way to utilize this feature is by linking it to a checkbox, where the cell formatting will change depending on the status of the checkbox. This allows for easy tracking and organization of data, as the cell formatting will update in real-time as the checkbox is checked or unchecked. With this feature, users can effectively manage and track data without having to manually change cell formatting.

Google Sheets: Conditional Formatting Based on Checkbox

You can use the custom formula function in Google Sheets to apply conditional formatting based on the value of a checkbox.

The following example shows how to use the custom formula function in practice.

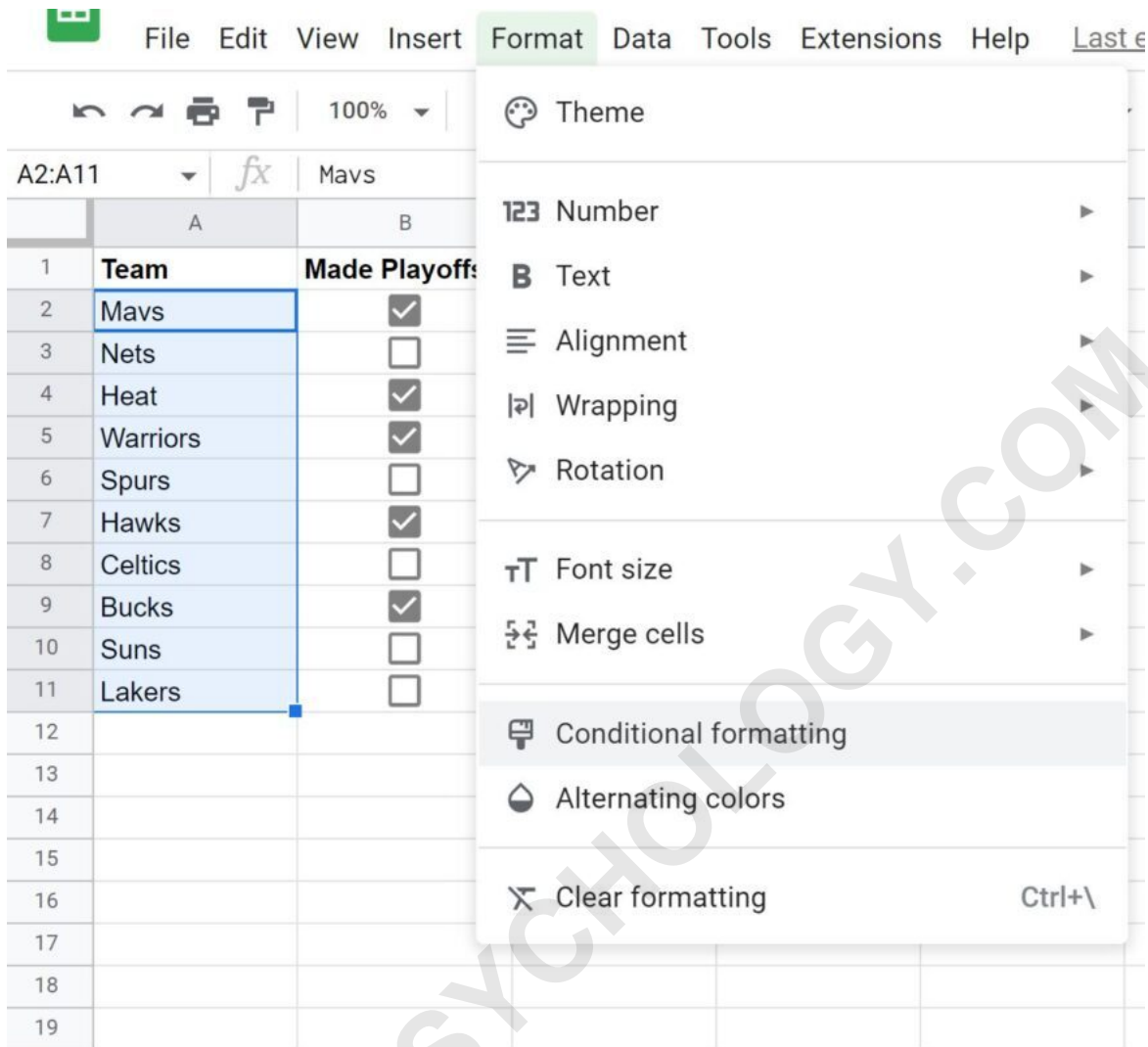
Example: Conditional Formatting Based on Checkbox

Suppose we have the following dataset in Google Sheets that shows whether various basketball teams made the playoffs:

| | A | B | C | D |
|----|-------------|-------------------------------------|---|---|
| 1 | Team | Made Playoffs? | | |
| 2 | Mavs | <input checked="" type="checkbox"/> | | |
| 3 | Nets | <input type="checkbox"/> | | |
| 4 | Heat | <input checked="" type="checkbox"/> | | |
| 5 | Warriors | <input checked="" type="checkbox"/> | | |
| 6 | Spurs | <input type="checkbox"/> | | |
| 7 | Hawks | <input checked="" type="checkbox"/> | | |
| 8 | Celtics | <input type="checkbox"/> | | |
| 9 | Bucks | <input checked="" type="checkbox"/> | | |
| 10 | Suns | <input type="checkbox"/> | | |
| 11 | Lakers | <input type="checkbox"/> | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |

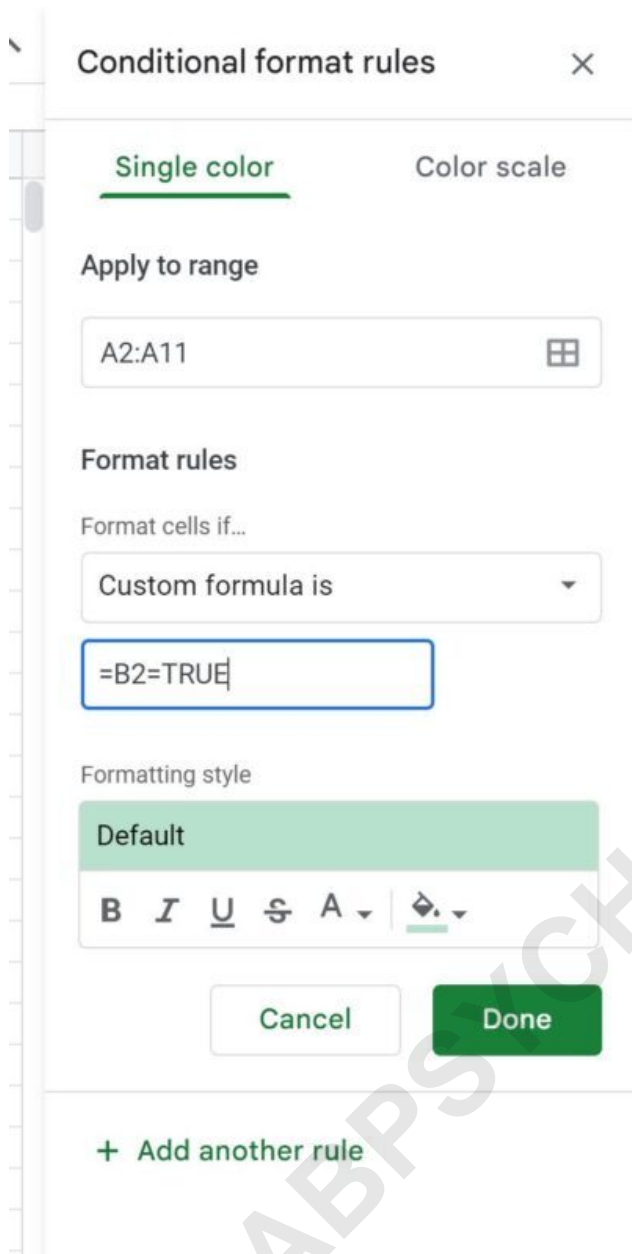
Suppose we'd like to highlight each of the cells in the Team column where the corresponding checkbox in the Made Playoffs column is checked.

To do so, we can highlight the cells in the range A2:A11, then click the Format tab, then click Conditional formatting:



In the Conditional format rules panel that appears on the right side of the screen, click the Format cells if dropdown, then choose Custom 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, otherwise the conditional formatting won't work.

Once you click Done, each of the cells in the Team column where the checkbox is checked in the Made

Playoffs column will be highlighted with a green background:

| | A | B | C | D |
|----|-------------|-------------------------------------|---|---|
| 1 | Team | Made Playoffs? | | |
| 2 | Mavs | <input checked="" type="checkbox"/> | | |
| 3 | Nets | <input type="checkbox"/> | | |
| 4 | Heat | <input checked="" type="checkbox"/> | | |
| 5 | Warriors | <input checked="" type="checkbox"/> | | |
| 6 | Spurs | <input type="checkbox"/> | | |
| 7 | Hawks | <input checked="" type="checkbox"/> | | |
| 8 | Celtics | <input type="checkbox"/> | | |
| 9 | Bucks | <input checked="" type="checkbox"/> | | |
| 10 | Suns | <input type="checkbox"/> | | |
| 11 | Lakers | <input type="checkbox"/> | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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.