

## Using Option Buttons

Option buttons (also referred to as radio buttons) work like check boxes in that they return a value if clicked. Instead of a TRUE/FALSE value, they return a number. They are usually used to select between multiple options. Grouped in a Group Box, when one button is selected, the others turn off. The result is a value from 1 to n with n being the last option button. If there were 5 buttons the results would range from 1 to 5. The Group Box is not necessary if you are only going to have one set of buttons, that is only one button is to be on for the sheet. For multiple sets of buttons, each set must be placed inside a group box.

	A	B
1		
2		<input type="radio"/> Male
3		

Choose the Option Button control (first row, last on the right under Form Controls). Draw it in B2. Select and replace the words with "Male". Align the control so the check box is within the cell, then right click and select Format Control.



Checked causes the button to appear with a black dot in it. Make the result cell A2.

Next, create a second button in C2. Name it Female. Have it unchecked but refer to the same cell as the result field.

	A	B
1		
2	1	<input checked="" type="radio"/> Male
3		<input type="radio"/> Female

	A	B
1		
2	2	<input type="radio"/> Male
3		<input checked="" type="radio"/> Female

When the first button is selected, the result is 1. When the second is selected, it is 2. If we have 5 buttons, only one could be on at a time and the value would indicate which is on.

	A	B
1		
2	1	<input checked="" type="radio"/> Male
3		<input type="radio"/> Female
4		

The Group Box in on the second row, first on the left. Place it first, rename it to describe the reason for the options, and then fill in the options.

	A	B
1		
2	1	<div style="border: 1px solid black; padding: 2px;">Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female</div>
3		
4		
5		
6	2	<div style="border: 1px solid black; padding: 2px;">Status: <input type="radio"/> Married <input checked="" type="radio"/> Single</div>
7		
8		

Add a second Group and options. Only one button can be selected per group. Each group needs to have a different result cell.