

# How to Make a Checklist in Word

Checklist Guide · Word · Moderate · 10-15 minutes

Microsoft Word can build a checklist, and there are two ways to do it: a printable list with empty boxes you tick by hand, or an interactive list with checkboxes you click on screen. This guide walks through both, step by step, then shows a faster way to get the same result.

Read the live, full-length version online:

<https://genechecklist.com/guides/how-to-make-a-checklist-in-word>

## QUICK ANSWER

To make a checklist in Word, type your items on separate lines. For a printable list, format them with a Wingdings tick-box bullet. For clickable checkboxes, turn on the Developer tab and insert a Check Box Content Control at the start of each line.

## METHOD 1: A PRINTABLE CHECKLIST WITH TICK BOXES

*Best when you want to print the checklist and tick items off with a pen.*

- 1 Type your items**  
Open a blank document and type each task on its own line, pressing Enter after each one.
- 2 Select the whole list**  
Highlight every line you want to turn into a checklist.
- 3 Open the bullet menu**  
On the Home tab, click the small arrow next to the Bullets button and choose "Define New Bullet".
- 4 Pick a tick-box symbol**  
Click "Symbol", change the font to Wingdings, and select the empty square (character code 168). Click OK twice.
- 5 Print it**  
Every line now starts with an empty box. Use File then Print to get a paper checklist you tick by hand.

## WHERE WORD SLOWS YOU DOWN

- The Developer tab is hidden by default, and clickable checkboxes do not work in Word for the web or the mobile app.
- There are no built-in checklist templates, so you start from a blank page every time.
- Reordering items means cut, paste, and re-checking your formatting.

- Sharing means emailing a file, and everyone needs Word to open it the way you intended.
- On a phone, adding working checkboxes ranges from awkward to impossible.

**The verdict:** Word can produce a printable checklist, but clickable checkboxes need a hidden menu and only work in the desktop app.

## WORD VS GENECHECKLIST

	Word	GeneChecklist
<b>Time to a usable checklist</b>	10-15 minutes	Under a minute
<b>Checkboxes</b>	Hidden Developer tab; desktop app only	Built in: tap to tick, with a live progress bar
<b>Ready-made templates</b>	None built in	300+ professionally written checklists
<b>Phone and desktop</b>	Clickable boxes break on web and mobile	Any browser, nothing to install
<b>Print and PDF</b>	File then Print, after formatting	One-click, print-ready PDF
<b>Cost</b>	Needs a Microsoft 365 subscription	Free to build, print and download as PDF

## THE FASTER WAY: GENECHECKLIST

- 1 Open the free builder**  
 Go to the checklist builder. There is no download, no sign-up and no hidden menu to switch on. It loads as a blank checklist, ready for you to type.
- 2 Add your items, or start from a template**  
 Type a task and press Enter for the next line. In a hurry? Pick one of 300+ ready-made checklists — moving, wedding, camping, onboarding, and on — and edit it to fit your situation.
- 3 Organise, then save, print or share**  
 Drag items to reorder them, group them into sections, and tick them off against a live progress bar. Download a clean PDF, print it, or send a share link, all from the same screen.

## FREQUENTLY ASKED QUESTIONS

### Can you make a checklist in Word?

Yes. Word can make two kinds: a printable list with empty boxes you tick by hand, and an interactive list with clickable checkboxes. The clickable version needs the Developer tab switched on and only works in desktop Word.

### **How do I make a checkbox in Word that you can tick?**

Turn on the Developer tab from File then Options then Customize Ribbon, then use the Check Box Content Control button to drop a clickable box at the start of each line.

### **Why is the Developer tab missing in Word?**

It is hidden by default. Add it from File then Options then Customize Ribbon by ticking "Developer" in the right-hand column.

### **Can I make a checklist in Word on my phone?**

You can type a list, but the Word mobile app does not let you add clickable checkboxes. For a checklist that works on any device, a web-based builder is the simpler option.