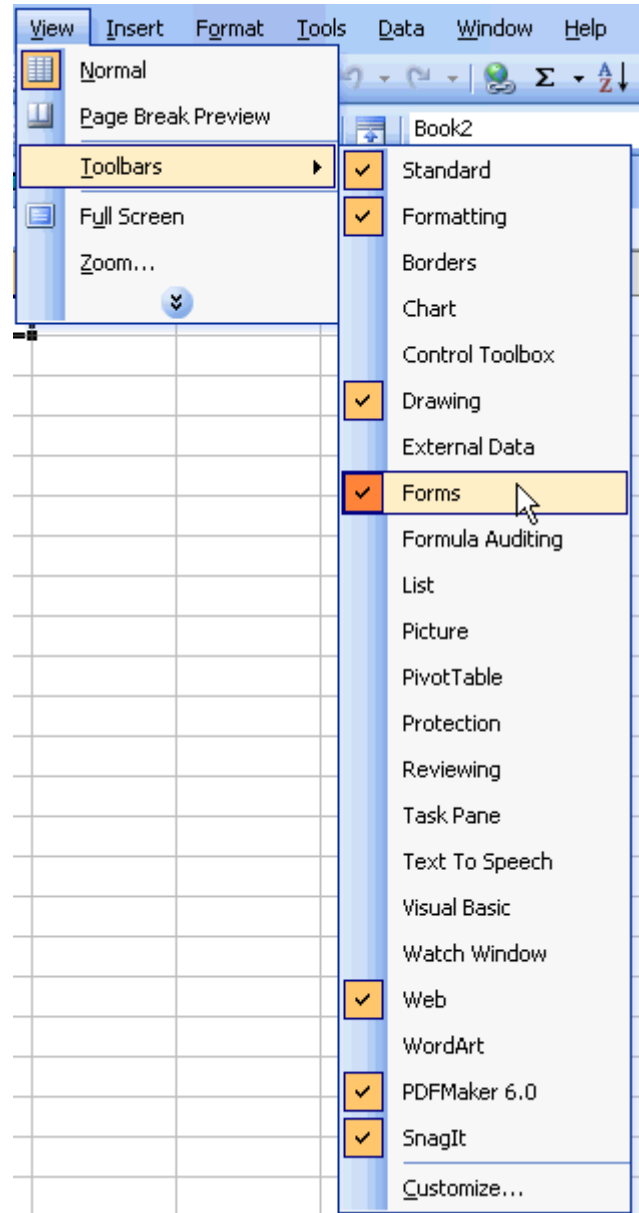


To get the Forms toolbar:

Go to view, select Toolbars, and the Forms from the menu.

Note: You will find similar tools on the Control toolbox. These are a little more sophisticated and the instructions are more complicated, so we are going to use the simpler tools from the Forms toolbar.



The Forms toolbar will appear as:

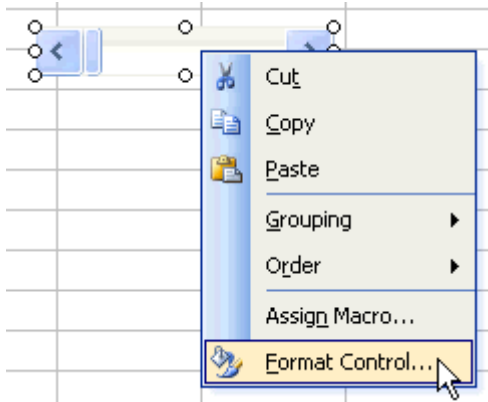


If you place the cursor over the various tools, they will be identified.

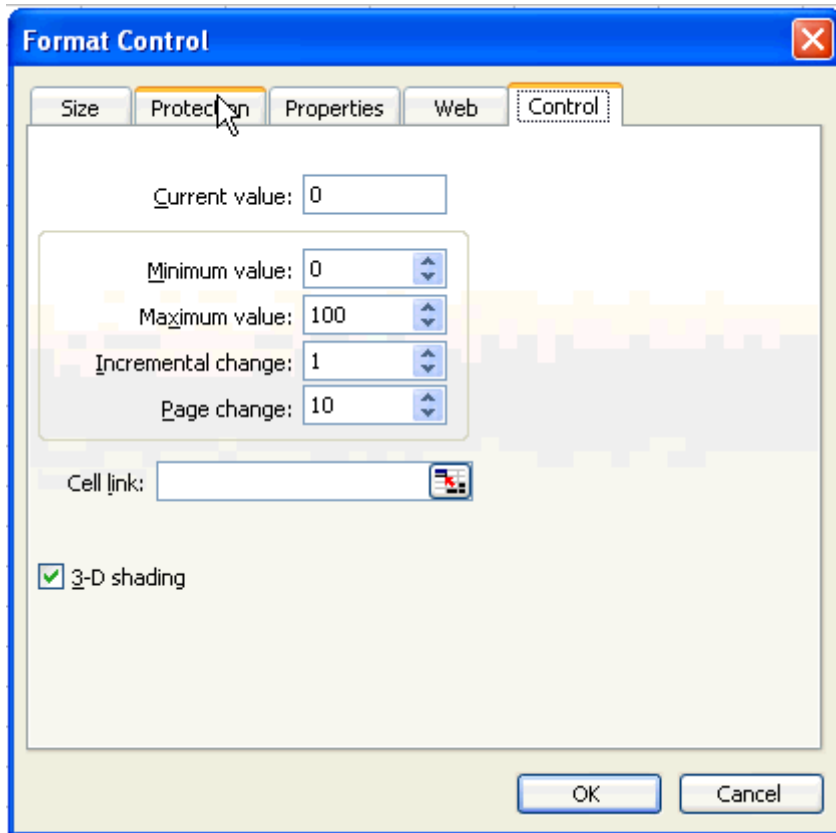
Here is the scroll bar - a common device for an adjustable variable:



If you right click on it after placement, you will get the following menu.



Select Format Control...

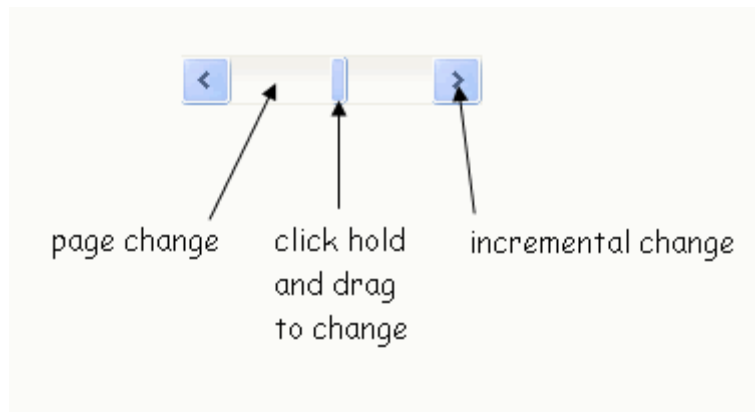


Set the range of your variable. This range must be whole positive numbers. Decimals and negative numbers are done via formulas.

The scroll bar must be linked to the cell it will control. To do this, click in the Cell link: box on the Format Control popup menu and then click on the cell of the worksheet. An absolute cell reference will appear showing the linked cell.

Then click the OK button.

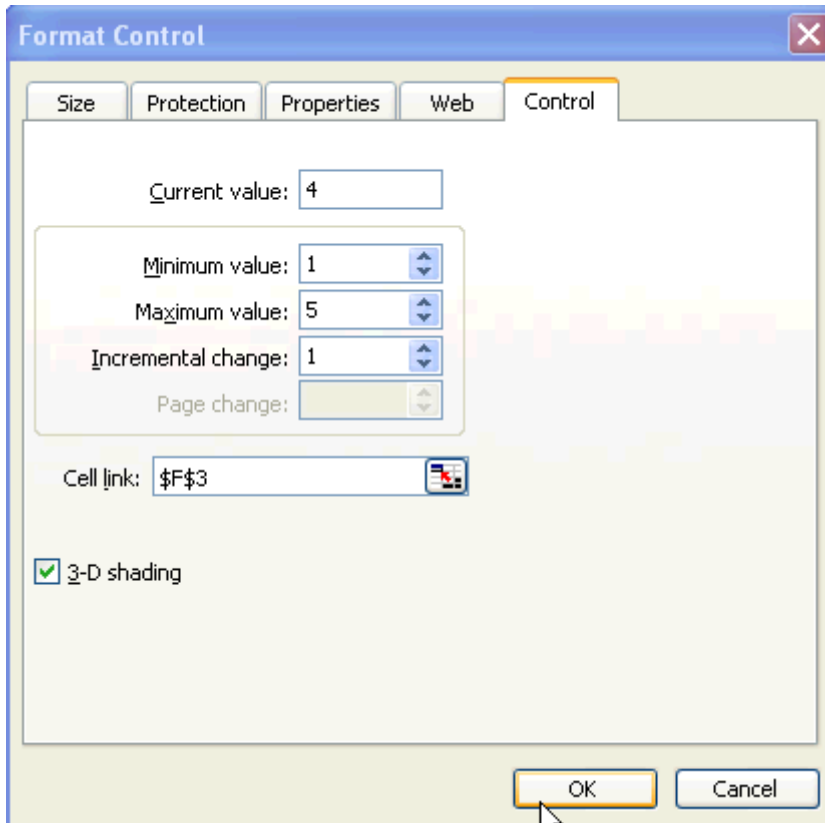
Three ways to get the scroll bar to change the value of the linked variable.



For smaller ranges of a variable, such as the power, n , in $y = x^n$, the spinner is useful.



After placement if you right click on the spinner and select Format Control...



The spinner must be linked to the cell it will control.

Set the range and incremental change too.

Then click the OK button.

For the scroll bar and spinner, you can click and grab a corner to resize them, and for the scroll bar flip it from vertical to horizontal.

Checking the 3-D shading on the Format control menu gives the scroll bar, spinner, and check box a little more character or depth.

The use of the Check box is described in "Turning a set of data on-off on a graph."

