Creating Forms in Word 2003

This feature allows one to create forms with fill-in-the blanks, checklists, or drop down lists. The third option is excellent for students who require a word bank. Click on these icons on the desktop after opening the Form Field Toolbar.
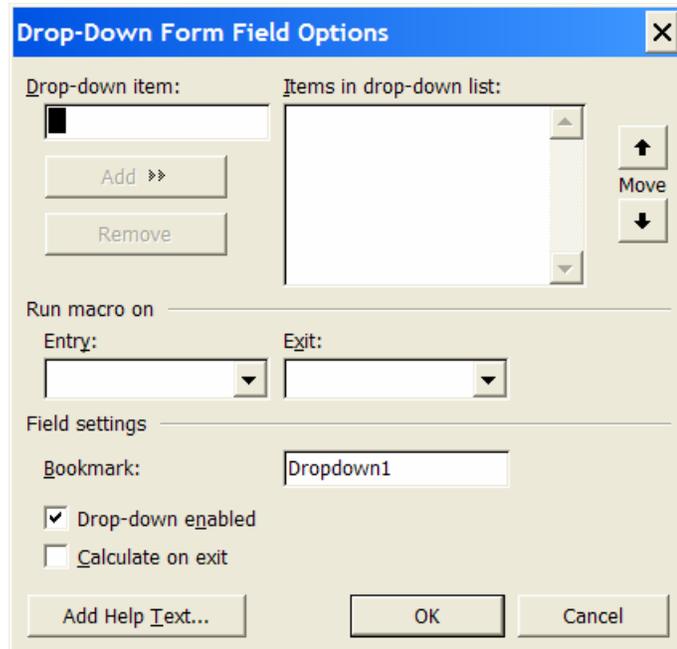
1. View>Toolbars>Forms

Figure 1 The Forms Toolbar will appear

2. Add text form fields, check box form fields, and drop down form fields to a document.

3. Double click on the drop down form field you have created. A new window will appear which allows one to add drop down items. It is helpful to first type ten spaces and then click "Add." This way, when the student opens the document, they will need to click the down arrow to select the answer. One may also type in, "Choose one of the following:"

4. Create the form and make sure to lock it by clicking the lock icon on the right of the toolbar.

Figure 2 Click the lock on the right side of the toolbar to lock the document.

5. Close the Forms Toolbar and save it as a document Template.

K. Janowski
EdTech Solutions, LLC
edtechsolutions@comcast.net
131 Main Street, Reading, MA 01867   781-942-1555

> TIP: It is possible to add "Help Text" to a form field.
> Double click on the form field. A new window will open.
> Click "Add Help Text."
> To include "Help Text," do either of the following"
>   To display Help Text in the status bar, click the Status Bar tab, click "Type Your Own" and then type your help text in the box.
>   To display Help Text in a message box when a user types F1, click "Help Key (F1)" click, "Type Your Own" and then type the help text in the box.

down list, which provided a word bank. A dreaded weekly school assignment was now completed successfully. The student was able to demonstrate what they had learned in a more independent manner and while using time more effectively.

Name:
Date: 5/12/2006
        My Book Report

What is the title?   Choose one

Who is the author?   Choose one ▾
                        Choose one
                        Arnold Lobel
Where did the sto   Dr. Seuss
                        Eric Carle
Who is the main c   Margery Williams

What is your favorite part of the story?