

## Advanced Microsoft® Word: Practice 1

### RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

### Objectives:

The Learner will be able to:

1. Create a simple Form in Word at least 75% of the time
2. Insert Form commands into a Table at least 75% of the time
3. Insert a Text Field into a Form at least 75% of the time
4. Insert a Checkbox into a Form
5. Insert a Date Field into a Form
6. Protect a Document at least 75% of the time
7. Test your form design and controls

## Basic Form Design

This practice exercise requires the Developer's toolbar. Here are the steps to turn it on:

Go to **Office-> Word Options->Popular**  
 Check: **Show Developer Tab** in the Ribbon

### Use a Table to Layout the Form

Start a new Word Document

Insert a Table with 3 rows and 3 columns

Label the Columns with the following titles:

Name, Received Book, Response

Name	Received Book	Response
		<input type="checkbox"/> Replied to email

### Add the following Form Controls:

Under the Name column, insert a **Text Field**

Under the Received Book column, insert a **Date Field**

Under the Response column insert a **Checkbox** and edit the label

Protect the Document for forms.

### Test the Form

Fill in the Form with a name, check the box, and a date.

Save your practice document and name it: Advanced Word Practice 1

# Sample Word Documents Practice Format

**R Barnett**



## **Sample Word Documents Practice Format:**

This book delves into Sample Word Documents Practice Format. Sample Word Documents Practice Format is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Word Documents Practice Format, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Sample Word Documents Practice Format
    - Chapter 2: Essential Elements of Sample Word Documents Practice Format
    - Chapter 3: Sample Word Documents Practice Format in Everyday Life
    - Chapter 4: Sample Word Documents Practice Format in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Sample Word Documents Practice Format. The first chapter will explore what Sample Word Documents Practice Format is, why Sample Word Documents Practice Format is vital, and how to effectively learn about Sample Word Documents Practice Format.
  3. In chapter 2, this book will delve into the foundational concepts of Sample Word Documents Practice Format. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Word Documents Practice Format in its entirety.
  4. In chapter 3, this book will examine the practical applications of Sample Word Documents Practice Format in daily life. The third chapter will showcase real-world examples of how Sample Word Documents Practice Format can be effectively utilized in everyday scenarios.
  5. In chapter 4, the author will scrutinize the relevance of Sample Word Documents Practice Format in specific contexts. The fourth chapter will explore how Sample Word Documents Practice Format is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Sample Word Documents Practice Format. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Word Documents Practice Format.

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