

## 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

**Joan Lambert, Joyce Cox**



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