

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

Angela Bessant



Sample Word Documents Practice Format:

Sample Word Documents Practice Format Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Sample Word Documents Practice Format**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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