

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
		☐ 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

M Mark



Sample Word Documents Practice Format:

Unveiling the Magic of Words: A Overview of "**Sample Word Documents Practice Format**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Sample Word Documents Practice Format**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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