



## 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 row/2 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

**L Darling-Hammond**



**Sample Word Documents Practice Format:**

## Reviewing **Sample Word Documents Practice Format**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Sample Word Documents Practice Format**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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
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