## 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 terms 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 row2 and 3 columns

Label the Columns with the following titles:

Name, Received Book, Response

Name	Received Book	Response
20000000	1000000	☐ 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**

**Yi-Tong Ma** 

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

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