





Creating Forms in Microsoft Word

1. Create a Word document in the normal way (choose **File > New**).
2. Turn on the forms toolbar by choosing **View > Toolbars > Forms**.
3. To add a text box for your students to write in, click on the “**ab** | ” icon on the forms toolbar. You should see . The box expands as students type in it.
4. To add a check box for a check box or multiple choice selection, click on the **small check** on the forms toolbar. You should see. 
5. To add a drop-down menu to your document, click on the third icon on the forms toolbar. You should see . To add choices to your drop-down menu, put your cursor at the front of your drop-down menu box, then click on the fourth icon, which looks like a sheet of paper and a pointing hand. A box should pop up when you click on it. Type “Choose One” as the first drop-down item, then click “Add”. Add two or three more choices to your list. When you click “OK” at the bottom of the box, you should see  in your document.
6. When the document is the way you want it, click on the padlock icon. This will lock your document, so students can't change the basic document, they can only add text where you put text boxes. When anyone (including you) opens the locked document, they get a copy of the document, which they must save under another name – they cannot replace the basic document. If you want to change the basic document, unlock it with the padlock icon, then lock it again after your changes.

ADVANCED OPTIONS THAT YOU MAY WANT TO ADD TO YOUR DOCUMENT

7. If you want to insert an already-formatted table, choose the icon that looks like a chart without a pencil. You will get a box with rectangles. You can highlight as many rectangles as you want to appear in your table. You can then insert text boxes, check boxes or drop-down menus into the different cells of the table. If you want to draw a table in your document, click the fifth icon – the chart with a pencil. You will get a new toolbar for drawing a table.
8. To insert a frame, choose the icon that looks like a picture surrounded by writing. You will get a cursor that looks like a plus sign. Hold down your mouse button to draw a frame the size you want. You can then insert a picture or anything else in your frame. Warning – it is hard to position the frame where you want it.