



# Creating a Form Using Word

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**Multimedia & Computer Support Specialist  
Penn State Behrend  
Computer Center  
Station Road  
Erie, PA 16563-1201**

**814-898-6250  
ddz@psu.edu**

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# Creating a Form Using Word: Introduction

## Overview

- Microsoft Word may be used to create printed and electronic forms.
- A user can then view, complete, and print the electronic form using Word.

## Definitions

- Field name – The descriptive text for a form field.
- Form field – The field that is configured to accept information from a user. Examples of a field name and a form field are shown in the example below.

The screenshot shows a 'Workshop Registration' form with the following fields and values:

Registrant Information		Today's Date: 2/28/2001
First Name:	Jana	Last Name: Doe
Company Name (if applicable):	Penn State Erie, The Behrend College	
Address:	Station Road	
City:	Erie	State (2-letter abbreviation): PA Zip: 16562-1201
Email:	JanaDoe@psu.edu	Phone: (814) 898-6458 Fax: (814) 898-6457
Seminar:	PowerPoint	Select One Session: <input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):	I need a sign language interpreter for the training session. I prefer someone who signs using SEE (i.e. signing exact English).	

Labels and arrows in the image:

- Field Name:** Points to the text 'Company Name (if applicable)'.
- Form Field:** Points to the text 'JanaDoe@psu.edu'.

- When you create a form and insert form fields, the form fields will be represented by a gray rectangle or box as shown in the example below.

The screenshot shows the same 'Workshop Registration' form, but with gray boxes representing form fields. The 'Company Name (if applicable)' field is circled, and an arrow labeled 'Form Field' points to it.

Registrant Information		Today's Date: 2/28/2001
First Name:	█	Last Name: █
Company Name (if applicable):	█	
Address:	█	
City:	█	State (2-letter abbreviation): █ Zip: █-█
Email:	Example: abc@xyz.com	Phone: (█) █-█-█ Fax: (█) █-█
Seminar:	Word	Select One Session: <input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):	█	

Label and arrow in the image:

- Form Field:** Points to the gray box in the 'Company Name (if applicable)' field.

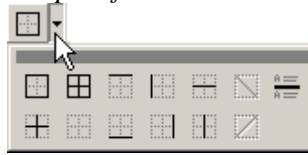
- Form field options – The properties for that form field. Some examples of properties include field type (text, number, date, etc.) and field length.

# Creating a Form Using Word: Introduction

## Hints for Developing an Electronic Form

- Here are some general tips to keep in mind:
  1. Draw a rough sketch of your form on paper first.
  2. Determine what type of form fields you want to use to gather information.
  3. Make sure that the form fields are long enough to handle input from the user.
  4. You may want to use a table for alignment of fields or to control row height.
    - a. A form field may be placed in the same table cell as the field name or in a different cell.
    - b. Remove table borders as needed. (Don't remove the bottom border of a cell if it is being used as an underline.)

*This is a sample of the table borders button.*



- c. Set the row height to an exact height measurement to control the number of lines that may be entered for a form field.
    - d. Once the form is completed, turn the table gridlines off to make the form easier to read for the user.
5. Determine what type of underline you will use for each form field: a regular underline or a table cell's bottom border.
6. Determine if you will or will not display the form field shading (i.e. the gray rectangles or boxes). Choose whichever way makes it visually easier for the user to complete the form.
7. Protect the form so that it may be completed electronically.
8. Test! Test! Test!
  - a. Don't forget to test your form with all capital letters in case someone uses the CapsLock key.
9. If needed, password protect the form. However, don't forget the password!!

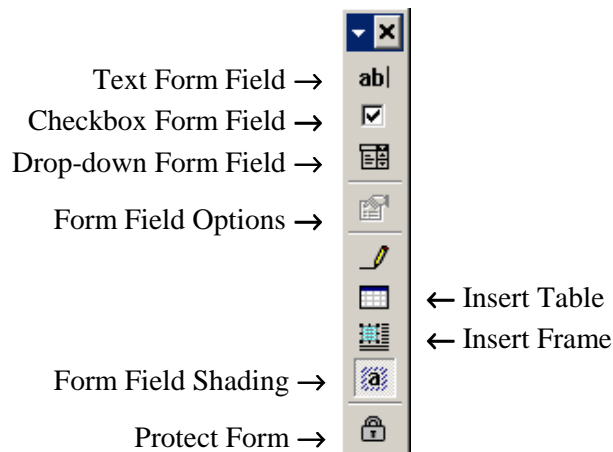
# Creating a Form Using Word: Procedures

## General Procedure

- These are the general steps that are used to create a form.
- More details about the Forms toolbar and inserting form fields are explained in subsequent sections.
- Method to create a form:
  1. Display the Forms toolbar.
  2. If desired, create a table with the appropriate number of rows and columns.
  3. Type the form field names in the desired locations.
  4. Insert form fields for each field name as appropriate.
  5. Format the field names and form fields as desired (i.e. font, font size, etc).
  6. Set the options (i.e. properties) for the form fields.
  7. Format the table as desired (i.e. shading, merge or split cells, etc.).
  8. If desired, add underlines to the text form fields. Use either regular underlines or use a table cell's bottom border for the underline.
  9. If needed, adjust the width of the table cells.
  10. If needed, set height of the table rows to an exact measurement (to control the number of lines that may be entered by a user).
  11. Protect the form OR password protect the form.
  12. Save the file.
  13. Test the form.

## Forms Toolbar

- You will need to use the Forms toolbar so that you can insert form fields into your document.
- Method to display the Forms toolbar:
  1. From the menu, choose: **View/Toolbars/Forms**. The toolbar looks like this:



# Creating a Form Using Word: Procedures

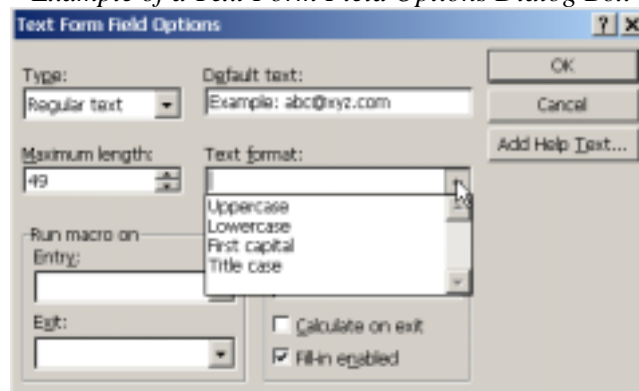
## Insert Form Fields

- Form fields must be inserted in order for a user to complete a form.
- Method:
  1. Display the Forms toolbar.
  2. Click in the location where you want to insert a form field.
  3. To insert a field so that a user can type information into it... On the Forms toolbar, click the Text Form Field button.
  4. To insert a box to allow a user to place a checkmark in it... On the Forms toolbar, click the Checkbox Form Field button.
  5. To insert a list of multiple items to allow a user to select one of the items... On the Forms toolbar, click the Drop-down Form Field button.
    - ✎ Tip: If you need to insert an item in the drop-down menu that contains the ampersand symbol (i.e. &), you will need to type an additional ampersand. For example, if you type **AT&T** as one of the drop-down items, it will display as **ATT**. Instead, you will need to type the entry as **AT&&T**. However, once a user selects this item, it will appear and print as **ATT**.

## Set Form Field Options (i.e. Properties)

- The properties for each form field must be configured properly.
- Method:
  1. Double-click on the form field.
  2. At the Form Field Options dialog box, make the desired changes to the options that are available for that field.
    - ✎ The options that are available will vary depending upon the form field type. See the example below.
    - ✎ You may add help text to any form field. To do so, click the Add Help Text button. At the Form Field Help Text dialog box, click the tab for Status Bar if you want the help text to appear in the status bar. Type your message in the large text box. Click the tab for Help Key (F1) if you want the help text to appear when the user presses the F1 key. Type your message in the large text box. Click OK.
  3. Repeat the above steps for each form field.

*Example of a Text Form Field Options Dialog Box*



# Creating a Form Using Word: Procedures


## Protect and Unprotect a Form

- A form must be protected in order for it to be completed electronically.
- Even though a form is protected, this does not prevent the form from being changed by a user. The user can unprotect the form and make changes to it. To prevent a user from changing a form, you need to password protect the form.
- Method to protect a form:
  1. Click the Protect Form button on the Forms toolbar.
- Method to unprotect a form:
  1. If the form is protected, click the Protect Form button on the Forms toolbar.
- After you protect and test the form, you may want to make further changes it. But first you need to reset the form back to its original state (i.e. before you entered data into the form as a test user). To reset the form, click the Protect button several times to clear the data. Once the data is cleared and the form is unprotected, you can resume editing the form.

## Password Protect a Form

- This method utilizes a password for the form and automatically prevents users from unprotecting the form and making changes to it.
- Method to password protect a form:
  1. If the form is protected, unprotect the form.
  2. From the menu, choose: ***Tools/Protect Document***.
  3. At the Protect Document dialog box, choose the type of document you want to protect. (By default, Forms is selected.)
  4. Type a password in the Password box. (You might want to record the password in a safe place.) Click OK.
  5. When prompted, type the password again as a confirmation. Click OK.
  6. Save the file.
- Method to remove password protection:
  1. From the menu, choose: ***Tools/Unprotect Document***.
  2. At the Unprotect dialog box, type the password that has been assigned to that form. Click OK.
  3. Save the file.

## Complete a Word Form

- Once the form is created, protected, and saved, it is now ready to for someone to complete.
- Method:
  1. Open the form in Microsoft Word.
  2. Click in the first form field.
  3. Type information (if a text box), click in the checkbox, or choose an item from the drop-down menu as appropriate.
  4. Press the Tab key to advance to the next field.  
 Press Shift-Tab to go to a previous form field.
  5. Repeat the previous two steps as many times as necessary until the form is completed.
  6. If desired, save the completed form.
  7. If desired, print the completed form.

# Creating a Form Using Word: Lab Exercise

## Overview of Exercise

- You will create a form in Microsoft Word that may be completed electronically.
- This exercise will show you how to:
  - a. Insert form fields so that users can enter text, check a checkbox, and select an item from a drop-down menu.
  - b. Change form field properties. (Examples: Set field as text, number, or data; set field length; set default text; set number format; add help text.)
  - c. Format the form fields so that the information entered by the user is displayed and printed in a different font and font size.
  - d. Use a table to align field names and form fields. The table is also used because each table cell maintains a fixed width.
  - e. Set row heights to an exact measurement so that the form fields will not expand vertically beyond that height.
  - f. Use two types of underlines for the form fields. One type of underline expands as text is entered; the other type remains a fixed width.
  - g. Add a password to the form (to prevent someone from changing the form).
  - h. Protect the form so that it can be completed electronically.
- Once you complete the exercise, your form will look like the one below.

Workshop Registration		
Registrant Information	Today's Date: 2/28/2001	
First Name: _____	Last Name: _____	
Company Name (if applicable): _____		
Address: _____		
City: _____	State (2-letter abbreviation): _____	Zip: _____
Email: <u>Example: abc@xyz.com</u>	Phone: ( ) _____	Fax: ( ) _____
Seminar: <u>Word</u>	Select One Session: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon	
Special Room Requirements (sign language interpreter, etc.): _____		


- Here's an example of what the form would look like after someone completes it.

Workshop Registration		
Registrant Information	Today's Date: 2/28/2001	
First Name: <u>Jane</u>	Last Name: <u>Doe</u>	
Company Name (if applicable): <u>Penn State Erie, The Behrend College</u>		
Address: <u>Station Road</u>		
City: <u>Erie</u>	State (2-letter abbreviation): <u>PA</u>	Zip: <u>16563-1201</u>
Email: <u>JaneDoe@psu.edu</u>	Phone: <u>(814) 898-6458</u>	Fax: <u>(814) 898-6457</u>
Seminar: <u>PowerPoint</u>	Select One Session: <input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon	
Special Room Requirements (sign language interpreter, etc.): <u>I need a sign language interpreter for the training session. I prefer someone who signs using SEE (i.e. signing exact English).</u>		

# Creating a Form Using Word: Lab Exercise

## Exercise

### **Create and Format a Table for a Form/Add Field Names**

1. Start Word and create a new blank document.
2. Change the left and right margins to 1".
3. Change the font to Times New Roman.
4. Change the font size to 11 points.
5. Type the following title for the form: `Workshop Registration`
6. Create three blank lines after the title.
7. Format the title of the form as follows:
  - a. Center the title.
  - b. Boldface the title.
  - c. Change the font size to 20 points.
8. Click in the third blank line and create a table with 8 rows and 5 columns.
  - ☞ To create a table... Click the Insert Table button. (The button looks like this: ) Then click and drag your mouse to select the desired number of rows and columns.
9. Type the field names into the table cells as illustrated below.
  - ☞ The text may word-wrap differently in your table --- that's OK.
  - ☞ Don't forget to type the colons as shown. (The field names: `Registrant Information`, `Morning`, and `Afternoon` do not have colons.)

Registrant Information			Today's Date:	
First Name:		Last Name:		
Company Name (if applicable):				
Address:				
City:		State (2-letter abbreviation):		Zip:
Email:		Phone:		Fax:
Seminar:		Select One Session:	Morning	Afternoon
Special Room Requirements (sign language interpreter, etc.):				

10. Save the form with a file name of: `PracticeForm.doc`
11. Add shading to the first row in the table.
  - ☞ To add shading... Select the entire row. (To do so, click in the row and from the menu, choose: **Table/Select/Row**.) From the menu, choose: **Format/Borders and Shading**. In the Borders and Shading dialog box, click the tab for Shading. Click on the desired fill color. Click OK.
12. Merge the following table cells: `Registrant Information` and the adjacent cell to the right.
  - ☞ To merge table cells... Select the cells to be merged. (To do so, move the mouse pointer to the left-most cell border until the pointer changes to a black, diagonal arrow. Click and drag to select the desired cells.) From the menu, choose: **Table/Merge Cells**.

## Creating a Form Using Word: Lab Exercise

13. Split the following table cell into two columns: *Fax*.
  - ☞ To split table cells... Select the cell. From the menu, choose: **Table/Split Cells**. In the Split Cells dialog box, set the number of columns to 2. Click OK.
14. Save the file. The form will now look like the one below.

Registrant Information		Today's Date:	
First Name:	Last Name:		
Company Name (if applicable):			
Address:			
City:	State (2-letter abbreviation):		Zip:
Email:	Phone:		Fax:
Seminar:	Select One Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):			



### Insert Form Fields

15. Display the Forms toolbar.
  - ☞ To display the toolbar... From the menu, choose: **View/Toolbars/Forms**.
16. Insert form fields for each field name as specified.
  - ☞ In this exercise, some form fields will be located in their own table cell. Other form fields will be located in the same cell as the field names.
  - ☞ The shaded rectangles in the illustration below represent form fields.


Registrant Information		Today's Date:	
First Name:	Last Name:		
Company Name (if applicable):			
Address:			
City: <input style="width: 50px;" type="text"/>	State (2-letter abbreviation): <input style="width: 50px;" type="text"/>		Zip: <input style="width: 50px;" type="text"/>
Email: <input style="width: 50px;" type="text"/>	Phone: ( <input style="width: 20px;" type="text"/> ) - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>		Fax: ( <input style="width: 20px;" type="text"/> ) - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
Seminar:	Select One Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):			

- a. **Today's Date** – In the cell to the right of this field name, insert a text form field.
  - ☞ To insert a text form field... Click in the cell where you want to insert the form field. On the Forms toolbar, click the Text Form Field button.
- b. **First Name** – In the cell to the right of this field name, insert a text form field.


## Creating a Form Using Word: Lab Exercise

- c. **Last Name** – In the cell to the right of this field name, insert a text form field.
  - d. **Company Name** – In the cell to the right of this field name, insert a text form field.
  - e. **Address** – In the cell to the right of this field name, insert a text form field.
  - f. **City** – In the **same** cell as the field name, type 2 spaces after the colon and insert a text form field.
  - g. **State** – In the **same** cell as the field name, type 2 spaces after the colon and insert a text form field.
  - h. **Zip** – In the **same** cell as the field name, type 2 spaces after the colon and insert a text form field. Immediately after this text form field, type a hyphen and insert another text form field.
  - i. **Email** – In the cell to the right of this field name, insert a text form field.
  - j. **Phone** – In the **same** cell as the field name, type 2 spaces after the colon, type a left parenthesis, insert a text form field, and then type a right parenthesis. Next type a space, insert a text form field, type a hyphen, and insert another text form field.
  - k. **Fax** – In the cell to the right of this field name, type a left parenthesis, insert a text form field, and then type a right parenthesis. Next type a space and insert a text form field.
  - l. **Seminar** – In the cell to the right of this field name, insert a drop-down form field.
    -  To insert a drop-down form field... Click in the cell where you want to insert the form field. On the Forms toolbar, click the Drop-down Form Field button.
  - m. **Morning** – In the **same** cell as the field name, click before the field name. Insert a check box form field and type 2 spaces.
    -  To insert a checkbox form field... Click in the cell where you want to insert the form field. On the Forms toolbar, click the Checkbox Form Field button.
  - n. **Afternoon** -- In the **same** cell as the field name, click before the field name. Insert a check box form field and type 2 spaces.
  - o. **Special Room Requirements** – In the cell to the right of this field name, insert a text form field.
17. Save the file. The form should look like the one on the previous page.

### Format Form Fields

18. Change the properties for each form field as specified.
  -  To change the properties for a form field... Double-click on the gray shaded box representing the form field. Make the desired changes and click OK.
  - a. **Today's Date** – Set Type = current date and Date Format = M/d/yyyy.
  - b. **First Name** – Set Type = regular text and Maximum Length = 21.
  - c. **Last Name** – Set Type = regular text and Maximum Length = 26.
  - d. **Company Name** – Set Type = regular text and Maximum Length = 47.
  - e. **Address** -- Set Type = regular text and Maximum Length = 65.
  - f. **City** – Set Type = regular text and Maximum Length = 21.
  - g. **State** – Set Type = regular text and Maximum Length = 2. Set Text Format = uppercase.

## Creating a Form Using Word: Lab Exercise

- h. **Zip** – For first form field, set Type = number and Maximum Length = 5. For second form field, set Type = number, Maximum Length = 4, and set Add Help Text (for both the Status Bar and the Help Key) = If you don't know the last 4 digits of your zip code, please leave this field blank.
  - i. **Email** – Set Type = regular text, Maximum Length = 20, and set Default Text = Example: abc@xyz.com
  - j. **Phone** – For first and second form fields, set Type = number and Maximum Length = 3. For third form field, set Type = number and Maximum Length = 4.
  - k. **Fax** – For first form field, set Type = number and Maximum Length = 3. For the second form field, set Type = number, Maximum Length = 8, and Number Format = ### - ####.
  - l. **Seminar** – Add the following to the drop-down item list: Word, Excel, PowerPoint, and Access.
  - m. **Morning** – No properties need to be changed.
  - n. **Afternoon** – No properties need to be changed.
  - o. **Special Room Requirements** – Set Type = regular text and Maximum Length = 137.
19. For each form field, change the font to Verdana and the font size to 9 points.  
✎ Use Format Painter to apply this formatting to the other form fields. To do so, select the desired form field and change the font and font size. Next, double-click the Format Painter button. (The button looks like this: .) Select the next form field to which you want to apply the formatting. Repeat the latter step as many times as necessary. When done, press the Escape key to exit from Format Painting mode.
20. Save the file. The form should look like the one below.

Registrant Information		Today's Date		2/28/2001	
First Name:	<input type="text"/>	Last Name:	<input type="text"/>		
Company Name (if applicable):	<input type="text"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>	State (2-letter abbreviation):	<input type="text"/>	Zip:	<input type="text"/> - <input type="text"/>
Email:	Example: abc@xyz.com	Phone: ( ) -	<input type="text"/>	Fax: ( )	<input type="text"/>
Seminar:	Word	Select One Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	
Special Room Requirements (sign language interpreter, etc.):	<input type="text"/>				

### Format the Table

21. Merge the table cells for the form fields as specified.
- a. **Last Name** – Merge the form field cell with the adjacent cell to the right.
  - b. **Company Name** – Merge the form field cell with all adjacent cells to the right.
  - c. **Address** -- Merge the form field cell with all adjacent cells to the right.

## Creating a Form Using Word: Lab Exercise

- d. **City** -- Merge the form field cell with the adjacent cell to the right.
- e. **Seminar Room Requirements** -- Merge the form field cell with all adjacent cells to the right.

The form should look like the following:

Registrant Information		Today's Date:		2/28/2001
First Name:		Last Name:		
Company Name (if applicable):				
Address:				
City:		State (2-letter abbreviation):		Zip: -
Email:	Example: abc@xyz.com	Phone: ( ) -	Fax:	( )
Seminar:	Word	Select One Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):				

22. Resize the table cells for the field names to make them larger in width.
- ☞ To resize a table cell... Select the cell. Move the mouse pointer over a cell border until it changes to a double-pointed arrow. Click and drag to adjust the width.
  - a. **Company Name** -- For this field name, adjust the cell's right border so that all of the text fits on one line.
  - b. **State** -- For this field name, adjust the cell's right border so that all of the text, along with the form field, fits on one line.
  - c. **Phone** -- For this field name, adjust the cell's right border so that all of the text, along with the form field, fits on one line.
  - d. **Fax** -- For this field name, adjust the cell's **left** border so that the cell becomes larger. Adjust this left border until you can't move it any further to the left.
  - e. **Select One Session** -- For this field name, adjust the cell's right border so that all of the text fits on one line.
  - f. **Special Room Requirements** -- For this field name, adjust the cell's right border so that the text fits on two lines.

The form should look like the following:

Registrant Information		Today's Date:		2/28/2001
First Name:		Last Name:		
Company Name (if applicable):				
Address:				
City:		State (2-letter abbreviation):		Zip: -
Email:	Example: abc@xyz.com	Phone: ( ) -	Fax:	( )
Seminar:	Word	Select One Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):				

23. Resize the table cells for the field names to make them smaller in width.
- a. **First Name** -- For this field name, adjust the cell's right border to make it smaller.

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- b. **Last Name** – For this field name, adjust the cell’s **left** border to make it smaller.
- c. **Address** -- For this field name, adjust the cell’s right border to make it smaller.
- d. **Email** -- For this field name, adjust the cell’s right border to make it smaller.
- e. **Fax** – For this field name, adjust the cell’s right border to make it smaller.
- f. **Seminar** -- For this field name, adjust the cell’s right border to make it smaller.

The form should look like the following:

Registrant Information		Today's Date: 2/28/2001	
First Name:		Last Name:	
Company Name (if applicable):			
Address:			
City:	State (2-letter abbreviation):	Zip: -	
Email: Example: abc@xyz.com	Phone: ( ) -	Fax: ( )	
Seminar: Word	Select One Session: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon		
Special Room Requirements (sign language interpreter, etc.):			

- 24. Right-justify the following field names: Today’s Date: and Select One Session.
- 25. Set the table row heights for rows 2 through 7 to .25” and set the row height to Exactly.
  - To set the row height... Select the desired rows. From the menu, choose: **Table/Table Properties**. Click the tab for Row. Click the box next to Specify Height. Change the row height to the desired measurement. Set the row height to Exactly. Click OK.
- 26. Set the table row height for the last row to .4” and set the row height to Exactly.
- 27. Save the file. The form should look like the one below.

Registrant Information		Today's Date: 2/28/2001	
First Name:		Last Name:	
Company Name (if applicable):			
Address:			
City:	State (2-letter abbreviation):	Zip: -	
Email: Example: abc@xyz.com	Phone: ( ) -	Fax: ( )	
Seminar: Word	Select One Session: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon		
Special Room Requirements (sign language interpreter, etc.):			

- 28. Remove all of the table borders.
  - To remove all of the table borders... Select the entire table. (To do so, click anywhere in the table and from the menu, choose: **Table/Select/Table**.) From the menu, choose: **Format/Borders and Shading**. At the Borders and Shading dialog box, click the tab for Borders. Click the setting for None. Click OK.

## Creating a Form Using Word: Lab Exercise


29. Insert a ½ point line as the bottom border for the form fields that are listed below.
- ✎ To insert a bottom border... Click in cell where you want to insert a border. From the menu, choose: **Format/Borders and Shading**. At the Borders and Shading dialog box, click the tab for Borders. From the Apply To drop-down menu (located in the bottom, right corner), select Cell. In the Preview section, click on the bottom border of the table cell to add a line. Click OK.
- OR**
- Use the Table Border short-cut button.
- a. First Name
  - b. Last Name
  - c. Company
  - d. Address
  - e. Email
  - f. Seminar
  - g. Fax
30. Add an underline to the form fields listed below. Use the regular Underline button.
- ✎ To add a regular underline... Select the form field and then click the Underline button.
  - ✎ This underline will expand as the user types information.
- a. City
  - b. State
  - c. Zip (add an underline to each form field within the zip)
  - d. Phone (add an underline to each form field within the phone)
  - e. Special Room Requirements
31. Change the vertical alignment of all the text in the table so that the text aligns to the bottom of each table cell.
- ✎ To change the vertical alignment... Select the table. From the menu, choose: **Table/Table Properties**. Click on the tab for Cell. For the vertical alignment, select Bottom. Click OK.

The form now looks like this:

Registrant Information		Today's Date: 2/28/2001	
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company Name (if applicable):	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State (2-letter abbreviation):	<input type="text"/>
		Zip:	<input type="text"/>
Email:	<input type="text" value="Example: abc@xyz.com"/>	Phone: ( <input type="text"/> ) <input type="text"/> - <input type="text"/>	Fax: ( <input type="text"/> ) <input type="text"/>
Seminar:	<input type="text" value="Word"/>	Select One Session:	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon
Special Room Requirements (sign language interpreter, etc.):	<input type="text"/>		

32. Hide the table gridlines.
- ✎ To hide the table gridlines... Click anywhere in the table. From the menu, choose: **Table/Hide Gridlines**.



## Creating a Form Using Word: Lab Exercise

33. Hide the shaded rectangles that represent the form fields.
  -  To hide the shaded form fields... Click the Form Field Shading button on the Forms toolbar.
34. Save the file. The finished form will look like the one below.

### Workshop Registration

Registrant Information		Today's Date: 2/28/2001
First Name: _____	Last Name: _____	
Company Name (if applicable): _____		
Address: _____		
City: _____	State (2-letter abbreviation): _____	Zip: _____-_____
Email: <u>Example: abc@xyz.com</u>	Phone: (____) ____-_____	Fax: (____) _____
Seminar: <u>Word</u>	Select One Session: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon	
Special Room Requirements (sign language interpreter, etc.): _____		




### Protect the Form/Add Password Protection

35. Protect the form.
  -  To protect a form... On the Forms toolbar, click the Protect Form button.
  -  This enables a user to complete the form on-line. However, a user could unprotect the form and make changes to it.
36. Save the file.
37. Test the form.

After you test the form, here are some questions to consider:

- a. What happens if you try to enter a first name that is longer than 21 characters?
- b. Did you notice the difference between the two types of underlines? (As an example, take a look at the underlines for Address and City.)
- c. What happens if you enter lowercase letters for the state abbreviation?
- d. What happens if you accidentally enter text for the zip code?
- e. Did you remember to test your help text (for the second part of the zip code)?
- f. Which is easier for a user: To show or to not show the shaded form fields?
- g. Which is easier for a user: To have three form fields for each part of the phone number or to have two form fields (i.e. one for the area code and the other for the phone number)?
- h. What happens if you type 3 lines in the field for Special Room Requirements? (For example: Type a few characters and press Enter. Repeat this 2 more times.)
- i. What happens if you set the row height for Special Room Requirements to at least .4"? (For example: Type a few characters, press Enter. Repeat this 3 more times.)

## Creating a Form Using Word: Lab Exercise

- j. What happens if you remove the exact row height from the second row in the form and then type some text? (For example: Type a few characters and press Enter. Repeat this 3 more times.)
38. If you need to make any corrections or revisions to the form... Unprotect the form, reset the form (see tip below), make the desired changes, protect the form, and save the file.
  -  After you protect and test the form, you may want to make further changes it. But first you need to reset the form back to its original state (i.e. before you entered data into the form as a test user). To reset the form, click the Protect button several times until the input data is cleared from the form. Once the data is cleared and the form is unprotected, you can resume editing the form.
39. Add a password for the form. Don't forget the password!!
  -  This method utilizes a password for the form and automatically prevents users from unprotecting the form.
  -  To add a password... If the form is protected, unprotect the form. From the menu, choose: **Tools/Protect Document**. At the Protect Document dialog box, choose the type of document you want to protect. (By default, Forms is selected.) Type a password in the Password box. (You might want to record the password in a safe place.) Click OK. When prompted, type the password again as a confirmation. Click OK.
40. DO NOT save the file this time (so we don't have a password associated with this form).