

Word 2007 Forms

Audience	This course is appropriate for those who are experienced Word users. Students should know how to enter, edit, select, move, and copy text, create and edit text in columns using tables, set page margins and page breaks, apply styles, work with templates, create and manage Building Blocks, and insert headers/footers.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to teach students to use Word forms as a tool to collect data from the user. The skills needed to plan and save a form template, work with content controls and form fields, layout a form in a table, modify the table, and protect the form are covered.
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Explain what a form is and how data is collected■ Plan the basic layout of a form■ Prepare and save a template for starting a form■ Insert informational fields such as the Date field and User Information fields■ Lock and unlock informational fields■ Layout a simple form in a table■ Understand what content controls are■ Insert text and list controls■ Insert Picture, Date Picker, and Building Block Gallery controls■ Insert Legacy form fields and add Help text■ Protect the document from editing and formatting other than field input■ Merge and split cells and split tables■ Position tables on a page■ Apply a table style■ Create a bookmark■ Calculate numbers in a table using formulas■ Create decimal tabs in cells
Length	½ day



Beyond This Level When you have successfully completed this class, the next class you should consider is Word Mail Merge, Word Level 3, or VBA.

Word Mail Merge teaches students to use Word's fields and mail merge tools to add information automatically to documents.

The Visual Basic for Applications course covers an introduction to VBA, objects, and the Word object model, VBA code, forms, procedures, functions, control structures, and debugging techniques.

Word Level 3 includes long documents features such as table of contents and index. Reviewing and editing documents with a group, inserting and modifying graphics, using tables to layout text, and creating and working with macros are also covered. Be sure to leave time for practice before registering for the next level.

I. An Introduction to Forms

- A. What is a Form?
- B. Planning and Creating a Form
- C. Inserting Informational Fields
- D. Locking/Unlocking Field Codes
- E. Laying out a Simple Form

II. Creating Forms

- A. Understanding Content Controls
- B. Inserting Text Controls
- C. Inserting a Picture Control
- D. Inserting List Controls
- E. Inserting a Date Picker Control
- F. Inserting a Building Block Gallery Control
- G. Inserting Legacy Form Fields
- H. Adding Help Text to Legacy Form Fields
- I. Protecting Forms
- J. Creating a Fill-In Field

III. Advanced Table Techniques for Forms

- A. Modifying the Table Layout
- B. Positioning Tables
- C. Applying a Table Style – Review
- D. Creating a Bookmark
- E. Using Formulas
- F. Creating Decimal Tabs in Table Cells
- G. Creating an Ask Field (Optional)