

Creating Forms using Word

Introduction

MS Word was originally designed as a Wordprocessor. It is now much more than that. Its a bit like a Swiss army knife, whilst its fundamental use is still for typing text it has functionality that allows the user to create web pages, tables, drawings and to carry desktop publishing activities such as creating brochures or magazines.

One of the more unusual features is to create Forms. These are word documents that have spaces that can be filled with information by each user. This means that forms can be used to print documents that are specific to the person who has filled it in. Paper based forms are use a lot in the Primary classroom, think of any worksheet where children have to fill the gaps, even SATs paper have gaps to fill in and boxes to tick.

Making Forms using Word allows people such as Teachers to create interactive work sheets that can guide Pupils choices and be based on the Pupils own suggestions. They also allow Pupils to visit the computer and record their ideas quickly, encouraging them to concentrate on the task, such as the words they have suggested for a poem or the data they have collected at the Weather station. You only need to make the resource once, so it is specific to the task be undertaken, but can easily be modified to take into account any differentiation issues that may occur.

How to make a Interactive worksheet using forms

Example Activity for Teachers


Firstly you will need to locate the Forms Toolbar. Open Word. (Word 95 onwards). On the Menu Bar click View > Toolbars from the list that appears Click and select Forms. The following Toolbar will appear. This Toolbar can be moved around screen by click, hold and dragging on the title. To place the toolbar at the top or bottom of the screen. Just drag it there and it will position itself. By click, hold and dragging the position in which it is placed can be changed.




Making a Simple Form


This simple form will allow pupils to type their and make some selections from two different lists. An example of this simple form can be found on the Cd-Rom that accompanies this book use the file simpleform.doc.


In Word open a new document, from the Form Toolbar click and select the Text Form

Field button . A shaded box will appear. This box will allow text to be typed into it on the form. Use the mouse to right click, a menu will appear, click and select properties. The box that appears allow you to set the option for this box. You can ignore most of these for now. This box is going to be where pupils will type their name. So in the default text box type, 'Type your name here', then click OK. When you return to the page the default text will appear in the box, you will not be able to change it yet.

Now to make a simple check list. On a new line type the word ' Boy', on another new line type the word 'Girl'. Use the mouse and place the cursor at the end of the word 'boy'. On

the Forms toolbar select Check box button  a small box will appear next to the word. Repeat this with the word 'girl'. There is no need to access the properties of these boxes. But, do that just right click on them.

On a new line type the sentence ' My favourite colour is ', next click and select the Drop-down form  from the Form Toolbar. Again a shaded box will appear. Right click on this box and select Properties. The box that appears allows you to create a list of words that Pupils can select from to complete the sentence. In the drop Down Item box, type the name of a colour e.g. red, next click the Add button. The word will now appear on the list opposite. Repeat this process until all the words you want on the list have been added. If you want to alter the order of any word on the list, click on it to select it then use the adjacent up and down arrows to move it up and down the list. To remove a word, click on it to select, then click the remove button.

The final step is to change the form from working like a normal Word page to a form. To do this, click the Lock Icon on the Forms toolbar  . The page has now become a form. With Pupils only able to add text or select items from the areas you have just created. When saving the page you may want to close the Forms Toolbox.

From the examples included in the projects that accompany this chapter, you can see that the normal formatting features of Word still apply. To make the words in the form boxes bold, underlined, coloured or a different font. First ensure the form is unlocked, open the Forms Toolbox and with the mouse click the Lock icon to unlock the form. Selecting the Form box you want to format by click, hold and dragging the mouse cursor across it. Next use the Formatting tools in the same way as normal.

To use the Form, open it in word. Pupils need to click on the first box and delete the text it contains then type their own name. Next in they click in a box to Say if they are a boy or a girl. When they click on the next box to choose a colour, a down arrow will appear. They will need to click on this to open the list. Now they can select a word from the list by clicking on it. Finally encourage Pupils to click elsewhere on the page so that the down for the list disappears. The completed work can now be printed and saved in the usual way.

Editing and Changing a Form

To edit the form it will need to be open in Word, the Forms Toolbox opened and the Lock Icon clicked to unlock the form. Any selections that have previously been made in a form boxes will be lost when it unlocked. The form can now be edited and changed as a normal would document would be.

Preventing Forms form being edited

Even though the form is locked, Pupils will be able to choose the Form Toolbar from the view menu, and change the form. If you are using Word version 98 onwards this can be prevented by selecting Tools>Protect Document. In the box that appear select Forms and type a password. You will then be asked to confirm the password. Make sure you don't forget the password you use. If you have already Locked the document you will have to Unprotect the document first. To do this Select Tools > Unprotect Document. Then choose Protect document from the Tools Menu to add a password.