

Microsoft Word 2013: Creating Forms

Modality: On Demand

Duration: 30 Min

About this course:

In this training program, students will explore techniques to assess the requirements and create a type structure, in MS Word 2013. Students will also explore techniques to create a form template, protect the form, and distribute the form, from adding various user controls to testing the ActiveX control and legacy features.

Course Objective:

Participants will have a good understanding after finishing this course of:

- How to determine requirements and create form structure
- Use the Command and Option buttons within ActiveX controls
- Examine the form design mode and content control
- Add various controls like data picker control, checkbox content control, picture content control, and drop down or combo box list content control.
- How to access the legacy form controls
- Use the reset form field option
- Building quick parts galleries and blocks
- Turning on the Developer tab
- Create a form template

Audience:

This course is designed for:

- This MS Word online training course is for everyone who wants to create forms

Prerequisites:

- Applicants must have basic knowledge of MS Word.

Suggested prerequisites courses:

- An Introduction - [MS Word 2013](#)

Course Outline:

Getting Started

- What you'll learn in this training

Preparing

- Determining needs
- Creating form structure
- Turning on the Developer tab

Form Controls

- Identifying the form content controls and design mode
- Adding text box controls
- Adding the date picker control
- Adding a combo box or drop down list content control
- Adding a checkbox content control
- Adding a picture content control
- Changing the content controls properties

Legacy and ActiveX Controls

- Accessing the Legacy Form controls

- Using the reset form fields option within the legacy controls
- Accessing the ActiveX controls
- Using the option and command buttons within ActiveX controls

Building Block and Quick Parts Galleries

- Adding a building block gallery content control
- Saving selections to the Quick Parts gallery

Finishing

- Protecting the form
- Creating a form template
- Using and distributing the form

Knowledge Assessments

- Preparing
- Form Controls
- Legacy and ActiveX Controls
- Building Block and Quick Part Galleries
- Finishing