

Advanced Microsoft® Word: Practice 1

RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

Objectives:

The Learner will be able to:

1. Create a simple Form in Word at least 75% of the time
2. Insert Form commands into a Table at least 75% of the time
3. Insert a Text Field into a Form at least 75% of the time
4. Insert a Checkbox into a Form
5. Insert a Date Field into a Form
6. Protect a Document at least 75% of the time
7. Test your form design and controls

Basic Form Design

This practice exercise requires the Developer's toolbar. Here are the steps to turn it on:

Go to **Office-> Word Options->Popular**
Check: **Show Developer Tab** in the Ribbon

Use a Table to Layout the Form

Start a new Word Document

Insert a Table with 3 rows and 3 columns

Label the Columns with the following titles:

Name, Received Book, Response

Name	Received Book	Response
		<input type="checkbox"/> Replied to email

Add the following Form Controls:

Under the Name column, insert a **Text Field**

Under the Received Book column, insert a **Date Field**

Under the Response column insert a **Checkbox** and edit the label

Protect the Document for forms.

Test the Form

Fill in the Form with a name, check the box, and a date.

Save your practice document and name it: Advanced Word Practice 1

Sample Word Documents Practice Format

Joel A. Nichols



Sample Word Documents Practice Format:

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams Geoff

Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it

Clinical Nursing Practice in Critical Care Mr. Rohit

Manglik,2024-05-16 A detailed guide to critical care nursing practices focusing on high risk patient care equipment handling and emergency protocols

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams

Joan Lambert,Joyce Cox,2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you ve learned hands on using the downloadable files for all the book s practice tasks

Microsoft Office Word 2007 Step by Step Joan

Lambert,Joyce Cox,2007-01-03 Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Apply styles and themes to your document for a polished look Add graphics and text effects and see a live preview Organize information with new SmartArt diagrams and charts Insert references footnotes indexes a table of contents Send documents for review and manage revisions Turn your ideas into blogs Web pages and more Your all in one learning experience includes Files for building skills and practicing the book s lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eBook plus more resources and extras on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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using a step by step approach **Design and Develop Text Documents (Word 2002)** Cheryl Price, Julia Wix, 2003

Word 2003 Personal Trainer CustomGuide Inc, 2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms

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