

MICROSOFT WORD 2007 – BOOK 3

3.2 FORMS CREATED IN WORD

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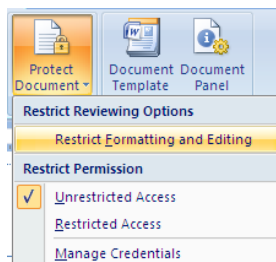
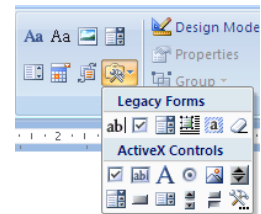
WORD FORMS

CREATING WORD FORM

The different form fields are inserted by clicking on the relevant icons in the **Developer** tab, **Controls** group.

The following icons are used most often and can be found by clicking on the **Legacy Tools** icon.

If the **Developer** tab is not visible on the Ribbon, click on the **Office Button**, and then click **Word Options**. Click **Popular**, and then select the **Show Developer** tab in the Ribbon check box.

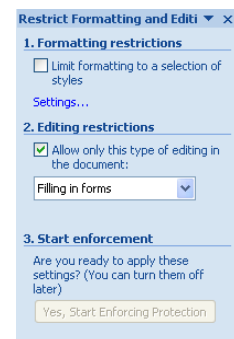


You can also protect the form against editing by the person who has to fill it in: **Developer** tab, **Protect** group, **Protect Document**.

Click on **Restrict Formatting and Editing**.

A Task pane will open on the right side of the screen, where you set the **Editing restrictions** to **Filling in Forms**.

Click on **Yes, Start Enforcing Protection**.



Enter a password to protect your document from editing and click **OK**.



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The form is protected. To unprotect the form click on the **Developer** tab, **Protect** group, **Protect Document**. Click on **Restrict Formatting and Editing**. Click on **Stop Protection** at the bottom of the screen.

When you have finished you need to protect the form again.

Activity 5 P 129

As previous versions.

Activity 6 P 129

As previous versions.

Activity 7 P 130

As previous versions.