

McMillan Bird

Word Forms 2010

Duration: 1 day

Course Aim:

The aim of this workshop is to introduce the form creation tools found in Word 2010 and show you how to produce electronic forms that are visually pleasing and easy to navigate. The course covers designing a form; capturing data effectively with dropdown lists, date pickers, and check boxes.

Learning Outcomes

At the completion of this course, participants will be able to:

- Create Suitable Form Layouts
- Format Forms into Multiple Sections
- Add and Format Text Form Fields
- Add and Format Check Boxes
- Add and Format Options Buttons within Groups
- Create Drop-Down Lists
- Change Form Field Properties
- Link Email Addresses to Forms
- Insert Bookmarks
- Setup Automatic Row and Column Calculations
- Protect Forms and Sections

Training