

Microsoft Office Word Forms Design Workshop Course Outline



Course aims:

This Workshop is designed for anyone needing to create forms. You will learn how to create fully automated forms for on-line use and manual forms for printing and completing by hand. We will be focussing on the form toolbar which enables you to not only create forms but use automated facilities within standard letters and documents.

Pre-requisites:

Delegates should have a working knowledge of Word and Tables (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

Word users who need to create and design forms

Duration: 1 day

Creating forms	
Table toolbar	Using tables are usually the basis of any form created. In addition to a review we will be looking at the pencil and eraser tools for changing borders.
Merging & splitting cells	Increasing or decreasing amount of cells in a table
Outline numbering	Using and customising outline numbering in tables
Tabulation	Setting and using tabs in tables including leader tabs
Enhancing & automating forms	
Check boxes	Inserting check boxes
Drop down lists	Creating, using and customising drop down lists
Text boxes	Creating, using and customising text boxes
Inserting symbols	Inserting special symbols in forms
Section breaks	Inserting continuous section breaks
Protecting	Protecting sections for automatic on-line forms