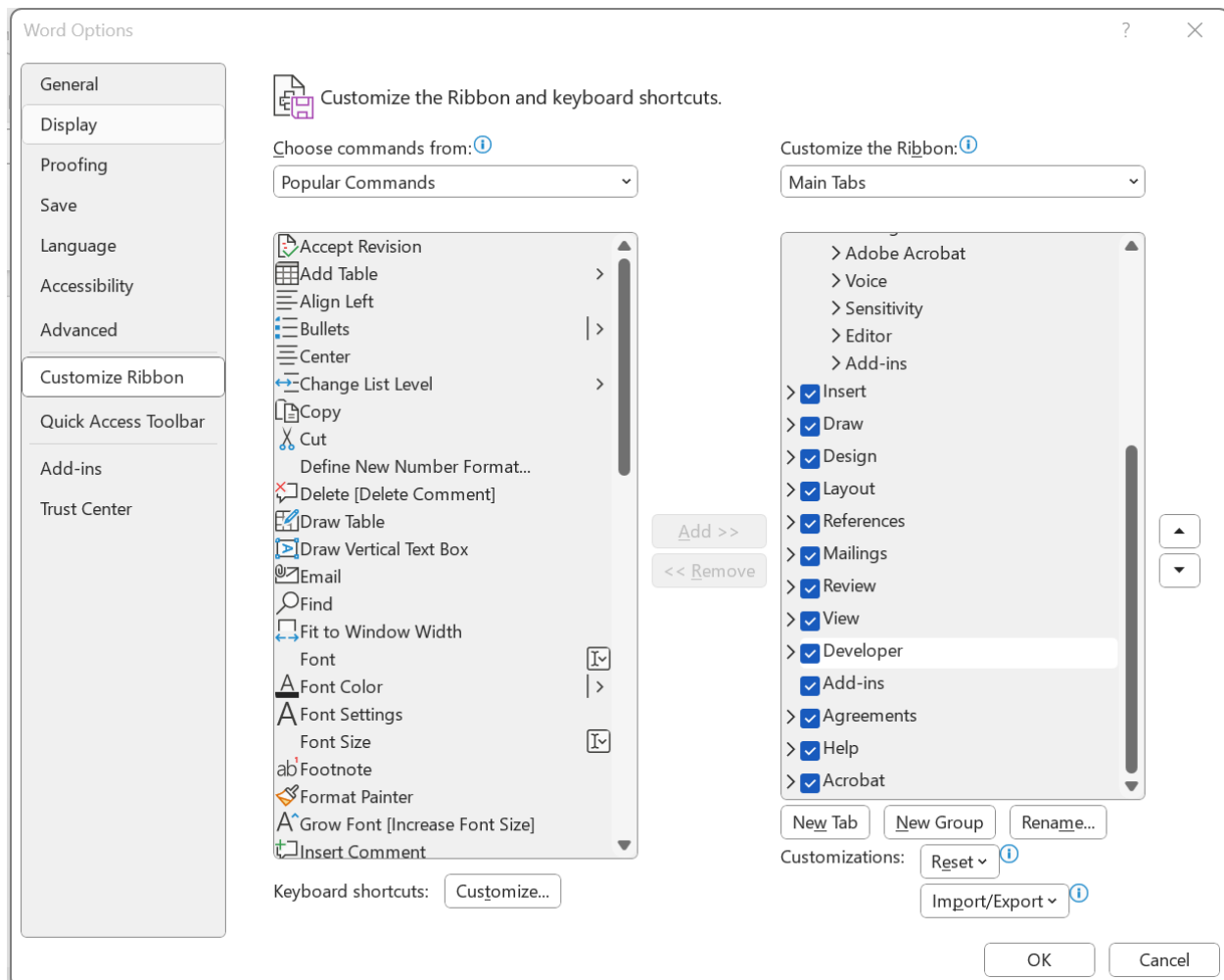




How to create a fillable Microsoft Word form

First, you need to enable the developer menu

1. Open a Word document.
2. Select **File**.
3. Select **Options**.
4. Select **Customize Ribbon** on the left side of the window that opens.
5. If **Developer** is already displayed in the right pane, click the checkbox to enable it. If it isn't, select **Developer** in the left pane and select the **Add>>** button to add it to the right pane. Click on **OK** to finish. You should now see a **Developer** tab.





How to create a fillable form

To begin, select **Developer** and then select **Design Mode**.

How to insert a text field box

For a text field box, move the cursor to where you want to place the box and then select the **Plain Text Content Control** icon (to the left of **Design Mode**).

The screenshot shows the Microsoft Word interface with the **Developer** tab selected. The ribbon includes groups for Visual Basic, Macros, Code, Add-ins, Word Add-ins, COM Add-ins, Controls, XML Mapping, and Document Templates. The **Design Mode** button is highlighted. Below the ribbon, a form is displayed with the following labels and text boxes:

First name:

Last name:

Address:

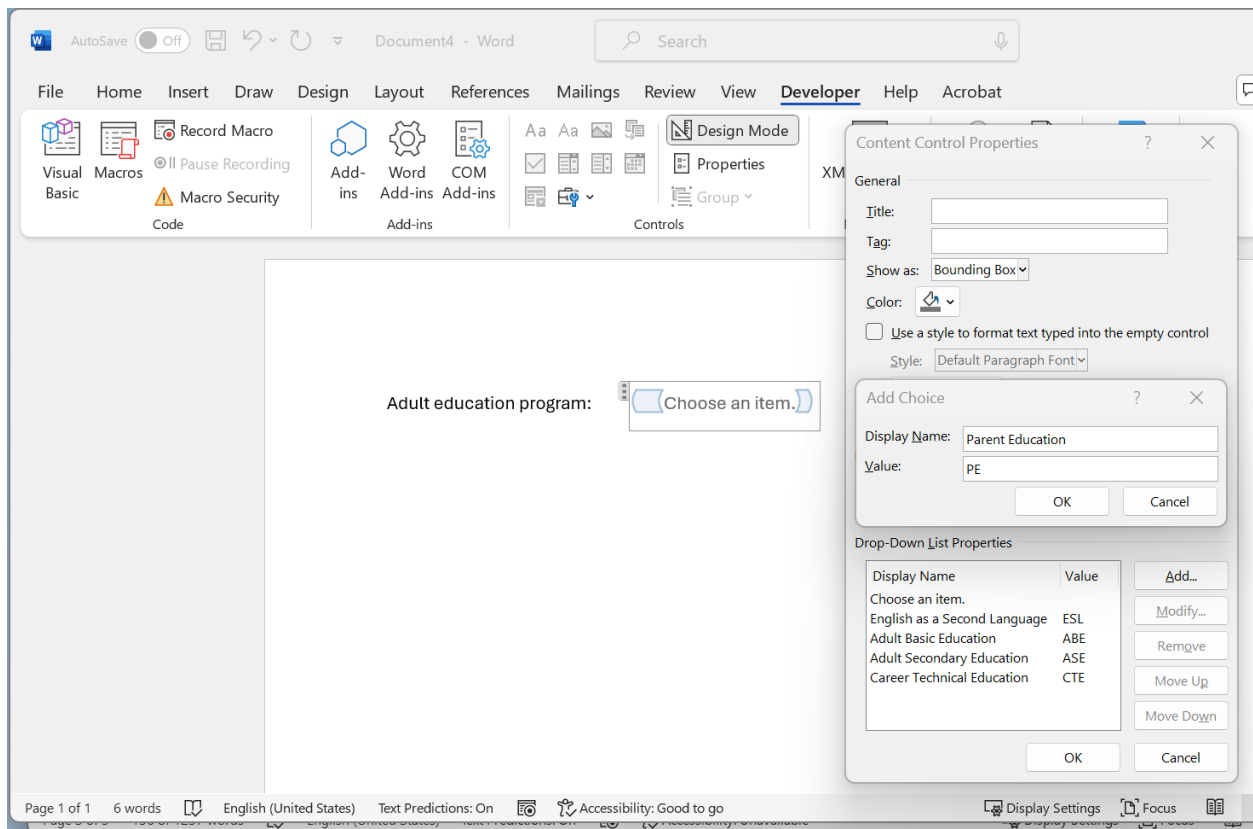
Phone number:



How to insert a drop-down list

For a drop-down list, move the cursor to where you want to place the drop-down list and then select the **Drop-Down List Content Control** icon (to the left of **Design Mode**).

To fill out the list box, you need to set up the list. With the list box selected, right click and select **Properties**, or select **Properties** under **Design Mode**. In the Content Control Properties box, select **Add** to add new items to the list.

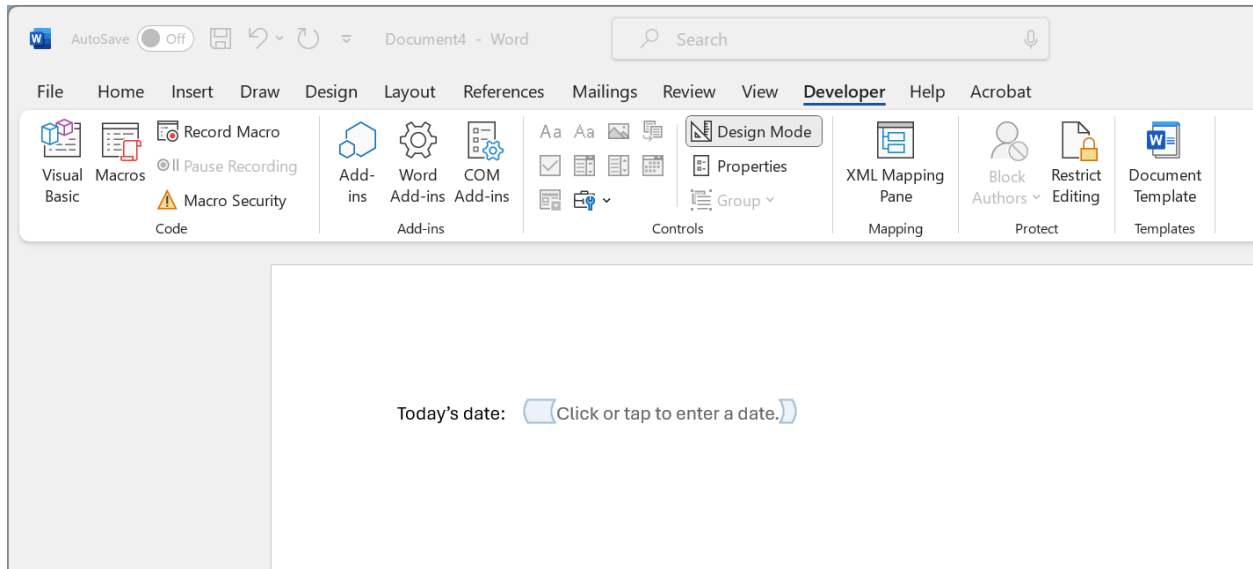


You won't see the drop-down list while you're creating the form in Design Mode. Select **Design Mode** to turn it off and then you can test the drop-down list.



How to insert a date picker

For a date picker, move the cursor to where you want to place the date picker and then select the **Date Picker Content Control** icon (to the left of **Design Mode**).



The date picker will allow a user to choose a date from a drop-down calendar.



How to insert check boxes

For check boxes, move the cursor to where you want to place the check boxes (before or after a question or statement) and then select the **Check Box Content Control** icon (to the left of **Design Mode**).

Insert the number of checkboxes that you need in your form. Then, type the text for each selection beside each checkbox.

The screenshot shows the Microsoft Word interface with the **Developer** tab selected. The ribbon includes sections for **Visual Basic**, **Macros**, **Add-ins**, **Controls**, **Properties**, **XML Mapping**, **Block Authors**, **Restrict Editing**, and **Document Template**. The **Design Mode** button is highlighted in the **Controls** section. Below the ribbon, a form is displayed with the question "What is your favorite ice cream flavor?". There are five checkboxes, each followed by a label: Tutti-frutti, Coconut, Mango, Blueberry, and Caramel crunch.

What is your favorite ice cream flavor?

☐ Tutti-frutti

☐ Coconut

☐ Mango

☐ Blueberry

☐ Caramel crunch

Completing the fillable form

Make sure to test the form first before giving it to students.

Once a student completes the form, they can save their form and then email it to the assessor or share it to an assessor OneDrive, Google Drive, or LMS assignment.