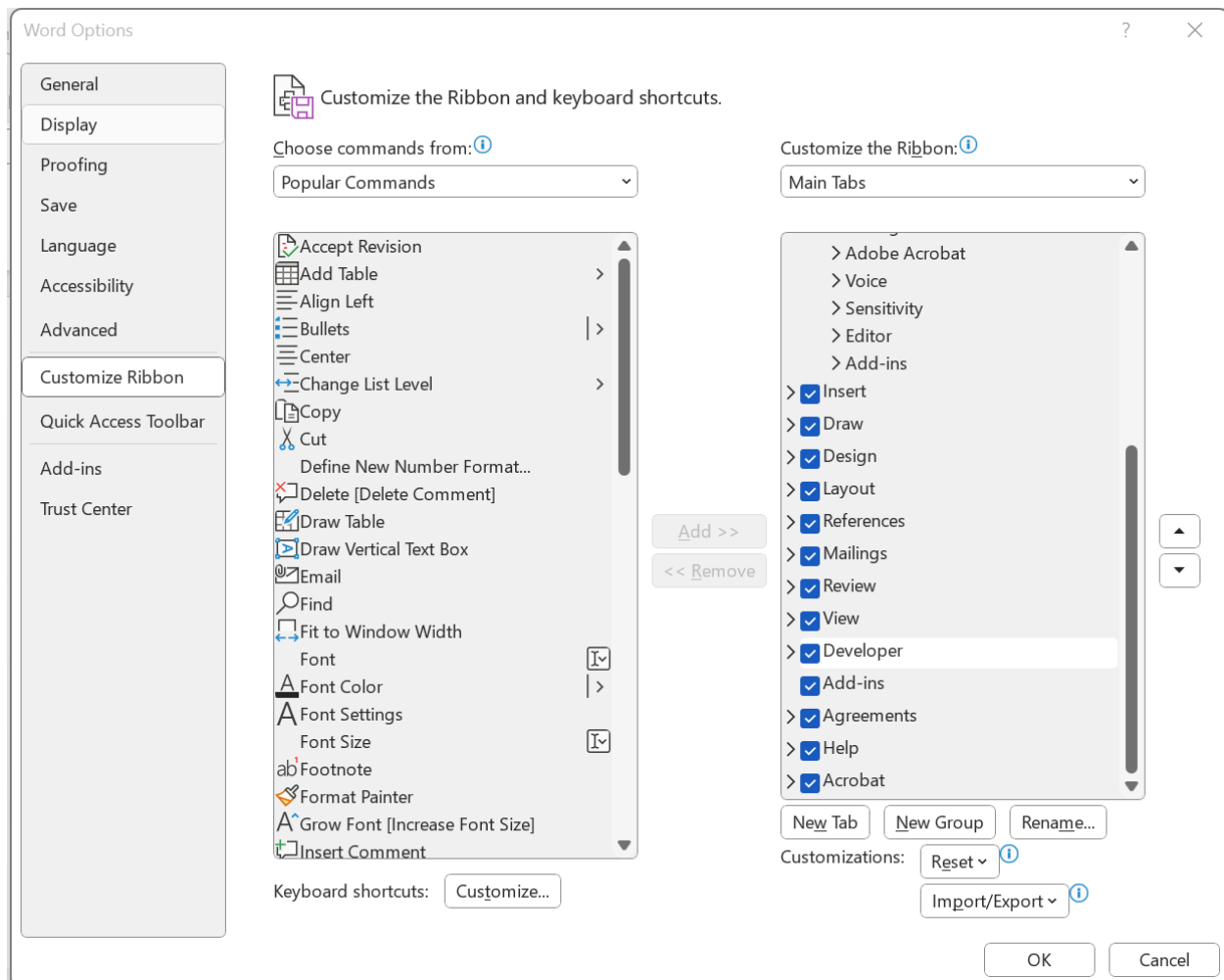




How to create a fillable Microsoft Word form

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 sections 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:

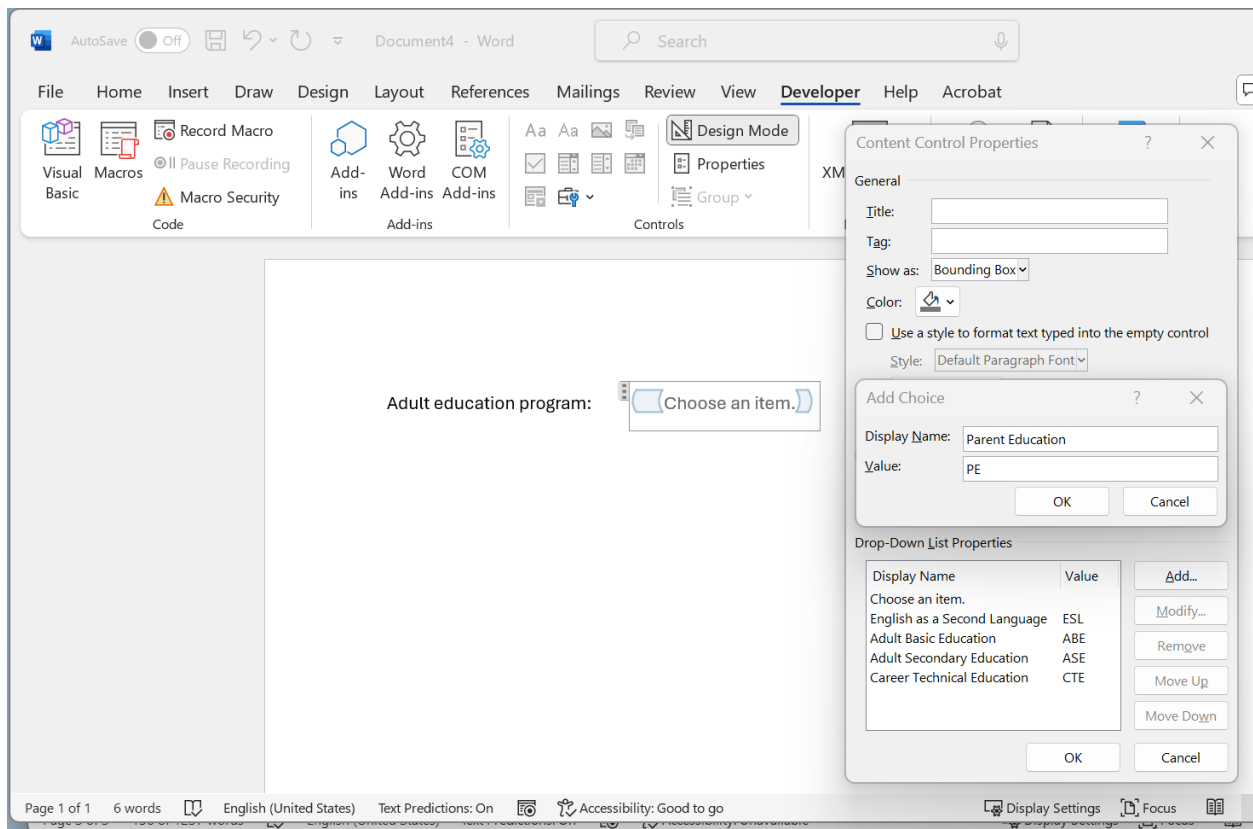
Phone number:



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.

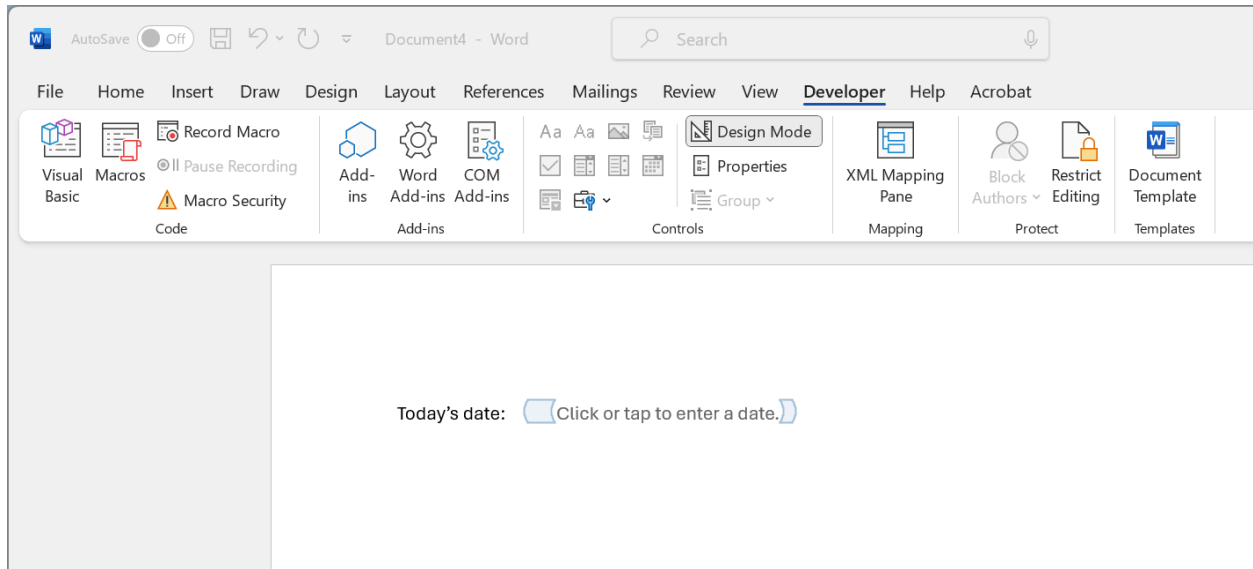


You won't see the drop-down list while you're creating the form in Design Mode. Select **Design Mode** to turn it off and then you can test the drop-down list.



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.

A screenshot of the Microsoft Word interface with the 'Developer' tab selected in the ribbon. The ribbon shows various controls including 'Visual Basic', 'Macros', 'Record Macro', 'Pause Recording', 'Macro Security', 'Add-ins', 'Word Add-ins', 'COM Add-ins', 'Design Mode', 'Properties', 'Group', 'XML Mapping Pane', 'Block Authors', 'Restrict Editing', and 'Document Template'. In the document area, the text 'What is your favorite ice cream flavor?' is followed by five checkboxes, each with a corresponding label: 'Tutti-frutti', 'Coconut', 'Mango', 'Blueberry', and 'Caramel crunch'. The checkboxes are represented by a blue square with a white 'X' inside.

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.