

# McMillan Bird

## Word 2003– Online and Paper Forms

Duration: 1/2 day

### Course Aim:

For those that need to create complex online or paper forms using Word that a user can then view, complete and print.

### Learning Outcomes

At the completion of this workshop 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