

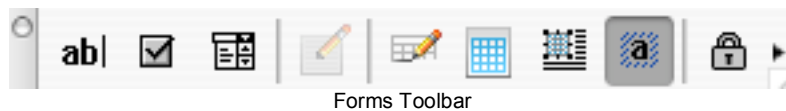
Creating Forms in Microsoft Word

Microsoft Word suggests creating a form made of tables so all information will stay in the original format, and keep its consistent look.

The example below is a simple four-row table, each cell containing a Text Form Field.

Form Fields are created using the **Forms Toolbar** located in **Toolbars** under the **View** menu. Open the toolbar now.

- Once the table is setup within the document, place the cursor where you want the field, then click the **ab|** icon.
- Do this for each field you wish to create.
- When finished, protect the form by clicking the **Lock** icon.
- Save the file as normal.



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Describe in 100 words or less why mathematics is not for everybody.		