

CREATE CALCULATED FIELDS WITHIN A FORM

When working with online forms, it is possible to have the form perform calculations. When creating a form to perform calculations, it is necessary to use a table. For this part of the lesson, you will be working with a **Table Online Form** that will show you how to perform calculations. When working with calculated numbers, it is best to insert the Text Form Field into a separate cell from the explanation for the field.

To complete this lesson, open the document, **On-Line Forms Practice Exercise** from the area where it was stored. This document can be downloaded from the **Word 2013** page on the **Training Web Site**.

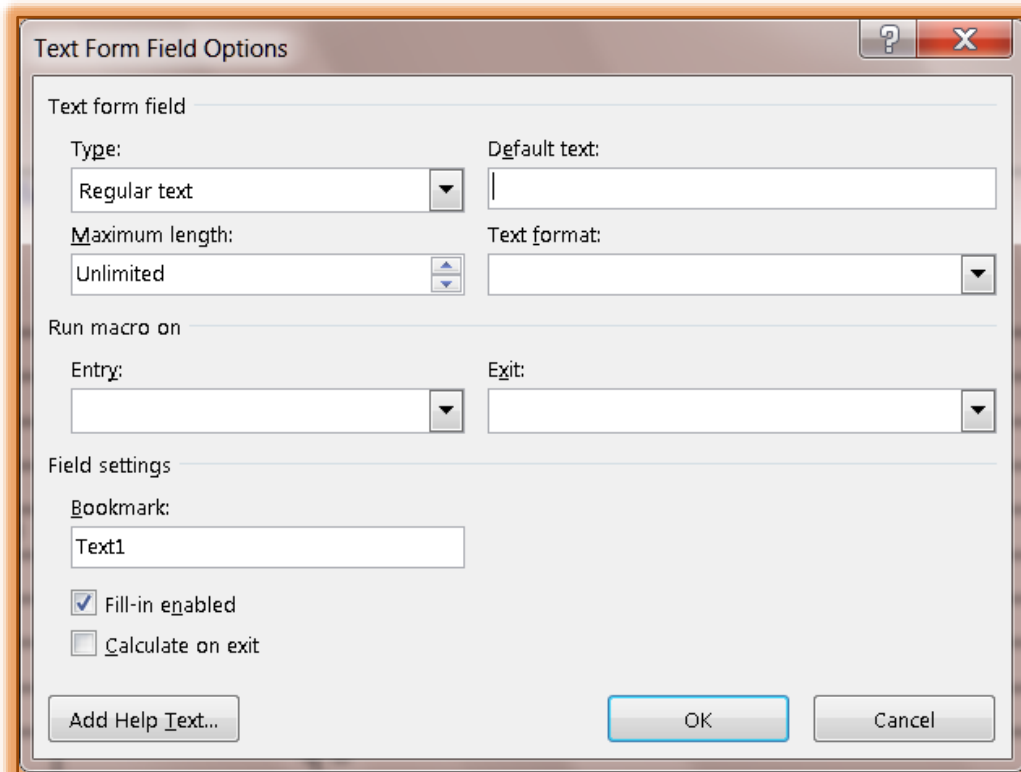
INSERT NUMBER AND CALCULATED FIELDS

When calculated fields are used, the cells are counted by column and row, even though all the rows might not have the same number of columns.

- ✦ Click the cell next to **Cost per semester hour**.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Legacy Tools** button (see illustration below left).



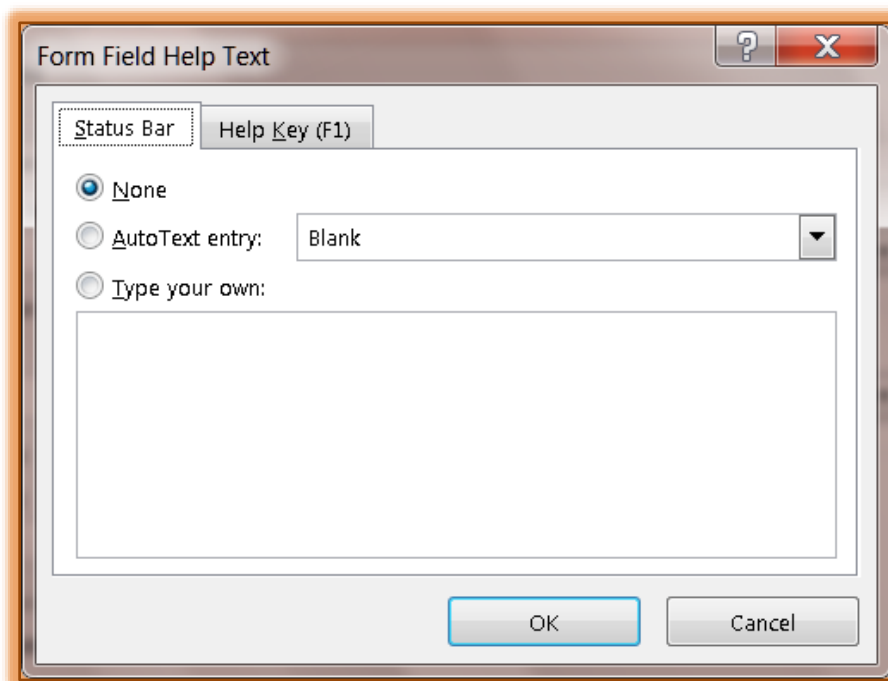
- ✦ Click the **Text Form Field** button under **Legacy Forms** (see illustration above right).
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Text Form Field Options** dialog box will display (see illustration below).



- ✚ Make the following changes in the dialog box:
 - ★ **Type - Number**
 - ★ **Maximum Length - 8**
 - ★ **Number Format - One with dollar sign.**
- ✚ Click the **Calculate on exit** check box.
- ✚ Click the **OK** button to exit the dialog box.
- ✚ Click the cell next to **Semester Hours**.
- ✚ Use the instructions from the previous page to insert the **Form Field** and open the **Text Form Field Options** dialog box.
- ✚ Make the following changes in the dialog box:
 - ★ **Type - Number**
 - ★ **Maximum Length - 3**
 - ★ **Number Format - One that is just a zero.**
- ✚ Click the **Calculate on exit** check box.
- ✚ Click the **OK** button to exit the dialog box.

CALCULATE THE TOTAL TUITION

- ✚ Click the cell next to **Tuition**.
- ✚ Insert a **Text Form Field**.
- ✚ Click the **Properties** button in the **Controls Group**.
- ✚ When the **Text Form Field Options** dialog box appears, make the following changes:
 - ★ **Type - Calculation**
 - ★ **Expression - =B6*B7**
 - ★ **Maximum Length - 10**
 - ★ **Number Format - One with dollar sign**
- ✚ Click the **Calculate on exit** check box to activate this option.
- ✚ Click the **Add Help Text** button.
- ✚ The **Form Field Help Text** dialog box will display (see illustration below)



- ✚ Click the **Help Key (F1)** tab to select it.

- † In the **Type your own** text box, input something like, **Calculates the total tuition costs.**
- † Click **OK** to exit the dialog box.
- † Click the cell next to **Room and Board.**
- † Insert a **Text Form Field** into this cell.
- † Click the **Properties** button in the **Controls Group.**
- † Make the following changes in the dialog box:
 - ★ **Type - Number**
 - ★ **Maximum Length - 10**
 - ★ **Number Format - One with dollar sign.**
- † Click the **Calculate on exit** check box.
- † Click the **Add Help Text** button.
- † Insert a statement into either the **Status Bar** or **Help Text** areas explaining the purpose of this form field.
- † Click the **OK** button twice to exit both dialog boxes.
- † Insert the same type of **Text Form Field** for **Books** as you did for **Room and Board**, using the same **Number Format** and **Maximum Length.**
- † Make sure that the **Calculate on exit** check box is activated.

CALCULATE THE TOTAL COSTS

- † Click in the cell next to **Total Costs** and then insert a **Text Form Field.**
- † Click the **Properties** button in the **Controls Group.**
- † Select the following options for this field:
 - ★ **Type - Calculation**
 - ★ **Expression - =B8+B9+B10 or =SUM(B8:B10)**
 - ★ **Maximum Length - 12**
 - ★ **Number Format - Option with dollar sign**
- † Place a check mark next to **Calculate on Exit.**
- † Click **Add Help Text.**
- † Click the **Help Key (F1)** tab.
- † In the **Type your own** text box, input a statement similar to, **Calculates the total semester costs.**
- † Click the **OK** button to exit the dialog box.
- † Click the **OK** button again to exit the **Text Form Field Options** dialog box.