

Create an Online Form: General Information

For this lesson, you will be using the **Online Forms Practice Exercise**. This document can be found on the **Word Web** page under the **Forms Section**.

Before you can work with Forms in Microsoft Word, the Developer Tab has to be displayed. If the Developer Tab is not displayed on the Ribbon, complete the steps below to show the tab.

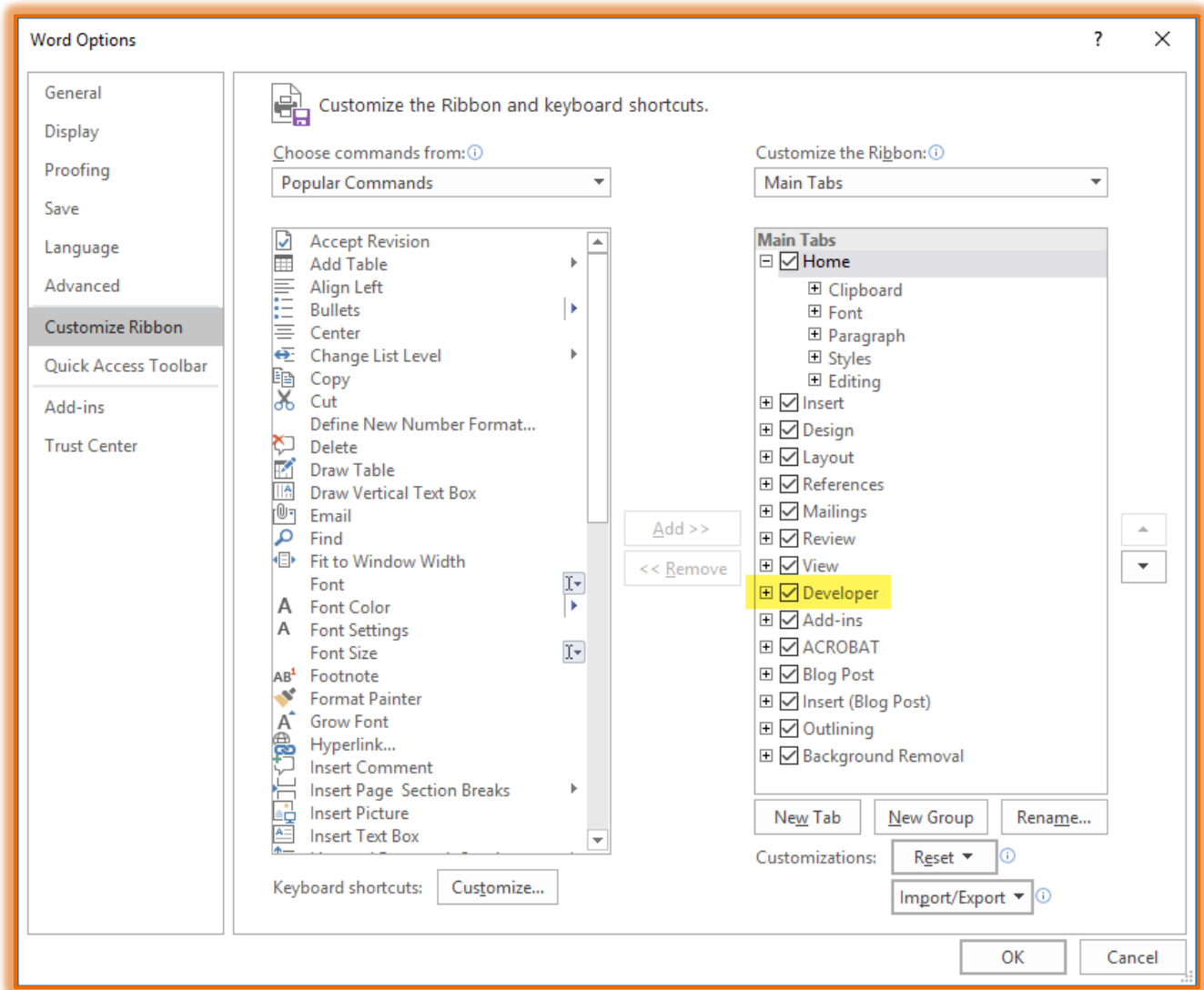
DISPLAY THE DEVELOPER TAB

- ✦ Click the **File Tab**.
- ✦ On the left side of the window, click the **Options** link.
- ✦ The **Word Options** window will display.
- ✦ Click the **Customize Ribbon** link.
- ✦ In the **Customize the Ribbon** area, click the **Developer Tab** check box.
- ✦ Click the **OK** button to save the changes and return to the Word window.

File Home

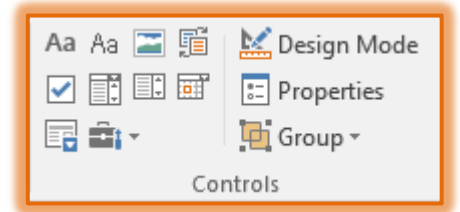
Account

Options



TURN ON DISPLAY MODE

- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Design Mode** button.
- ✦ The **buttons** in the **Controls Group** will become active.
- ✦ To work with the **Content Control** buttons, the form has to be in **Design Mode**.
- ✦ To work with the **Legacy** buttons, it is not necessary to be in **Design Mode**.
- ✦ Instructions for working with each of these form buttons can be found on the **Word Training Web Page**.



A listing of all the controls and their purpose is available on the **Word Training Web Page**.