To work with these controls, you will use the Registration Form document.

This type of control is used to restrict the user to clicking a choice from a predefined list. When users complete the form, they are allowed to choose only one item from the list.

- Click in cell C15, the one to the right of the Method of Payment cell.
- Click the Developer Tab, if necessary.
- Click the Design Mode button in the Controls Group to activate it (see illustration below).
- In the Controls Group, click the Drop-Down List button.

- Click the Properties button in the Controls Group.
- The Content Control Properties dialog box will display.
In the Title box, input Payment Method.
Click the Content control cannot be deleted check box.
Click the Add button to open the Add Choice dialog box.

In the Display Name box, input Cash.
The same text will appear in the Value box.
Click the Add button again to insert the following items into the Display Name list.
* Master Card
* Discover
* American Express
* Visa
Click OK after the value has been entered.
Click American Express in the list.
Click the Move Up button to move the item directly below the Cash entry.
Do the same thing to move Discover directly below American Express.
Once all the items have been added, click the OK button in the Content Control Properties dialog box.
In the placeholder, input Click to select a payment method.