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

Grouping a form means that changes cannot be made to the text or structure of the form. A form does not have to be protected for text to be entered into a content control. However, it is a good idea to protect a form so that the text or structure cannot be changed. The best way to protect the content of a form is to use the Group command.

**GROUP AND TEST THE FORM**

- Select the table by clicking the Table Move Handle (see illustration at right).
- Click the Developer Tab
- In the Controls Group, click the Group button (see illustration at right).
- The word Group will appear in the first cell and the last cell of the table.
- With the whole table still selected, click the Design Mode button.
- Click in the placeholder for the Child’s Name and input a name.
- Move to the placeholder for the Cell Phone.
- Press the Delete key.
  * The placeholder text will disappear temporarily from the cell.
  * The Content Control will remain in the cell.
  * The placeholder text will reappear when the insertion point is moved to another placeholder or another location in the table.
- In the Child Name placeholder, remove the name that was input.
  * The placeholder text will reappear.
  * When testing a form, Text Content Controls should be reset with the placeholder text that was entered when the form was created.

**UNGROUP A FORM**

- Click anywhere within the table without selecting any text or cells.
- In the Controls Group, click the Group button and then select Ungroup.
- The cells in the table are ungrouped.