

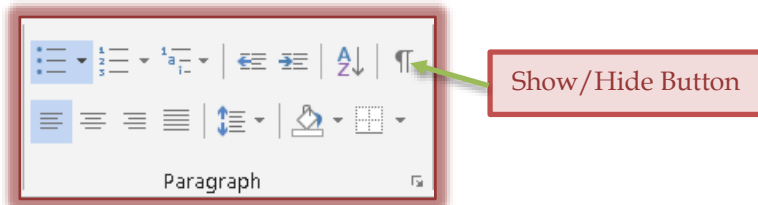
Create a Registration Form – Preliminary Steps

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

For this lesson, we will be inserting form controls into a forms document. The form was created using the Tables feature in Word. The method explained in this lesson for creating a form is available in Word 2007 or later, but cannot be saved or created in Word 2003 or earlier. The cell references are determined by counting the number of cells in the columns and rows. The Registration Form can be found on the **Word 2013** page on the **Training Web Site**.

PRELIMINARY STEPS

- ✦ Open the **Registration Form** from the folder where it was stored.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Show/Hide** button (see illustration below).



- ✦ If the **Developer Tab** does not show on the **Ribbon**, complete the steps below to display it:
 - ★ Click the **File Tab**.
 - ★ Click the **Options** link under **Help** (see illustration at right).
 - ★ Click the **Customize Ribbon** link.
 - ★ The **Word Options** window will display.
 - ★ Under the **Customize the Ribbon** area on the right side of the window, click the **Developer** check box.
- ✦ Click the **OK** button to exit the **Word Options** window.

