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

- Click cell C3. This is the cell to the right of the one that contains the word Name.
- Click the Developer Tab.
- In the Controls Group, click the Rich Text Content Control button (see illustration below).

A Text Content Control will be inserted into cell C3.
In the Controls Group, click the Properties button.
The Content Controls Properties dialog box will open (see illustration below).

- Type Child Name in the Title text box.
- Click the Use a style to format contents check box.
  - Click the Style arrow.
  - Click Balloon Text.
- Click a blank area of the form to deselect the Content Control.
- Click the Design Mode button in the Controls Group, if necessary. When Design Mode is active, the button will appear in blue (see illustration next page left).
- In cell C3, drag to select the placeholder text, Click here to enter text (see illustration next page right).
Input the text: **Child’s first and last name.**

Click the **Properties** button in the **Controls Group**.

Click the check box for **Content control cannot be deleted.**

In cell E3, insert a **Rich Text Content Control.**

- The title for this **Rich Text Content Control** should be **Parent/Guardian Name.**
- **DO NOT** allow the control to be deleted.
- Enter **Rich Text Content Controls** as indicated below.

<table>
<thead>
<tr>
<th>Cell</th>
<th>Title Property</th>
<th>Placeholder Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4</td>
<td>Street Address</td>
<td>Enter street address.</td>
</tr>
<tr>
<td>C8</td>
<td>Home Phone</td>
<td>Enter home phone number.</td>
</tr>
<tr>
<td>E4</td>
<td>Cell Phone</td>
<td>Enter cell phone number or type None.</td>
</tr>
<tr>
<td>E5</td>
<td>Email Address</td>
<td>Enter email address or type None.</td>
</tr>
<tr>
<td>E7</td>
<td>Grade Level</td>
<td>Enter grade level of child.</td>
</tr>
<tr>
<td>E8</td>
<td>Teacher</td>
<td>Enter name of teacher you would like for your child.</td>
</tr>
</tbody>
</table>

Italicize the words **None** in the placeholders for Cell Phone and Email Address.

- Select the word in the first placeholder.
- Click the **Home Tab.**
- In the **Fonts Group**, click the **Italics** button.
- Do the same for the word in the second placeholder.