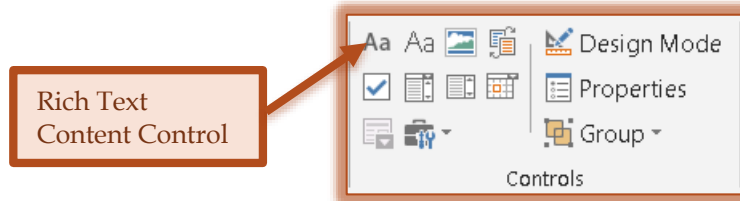


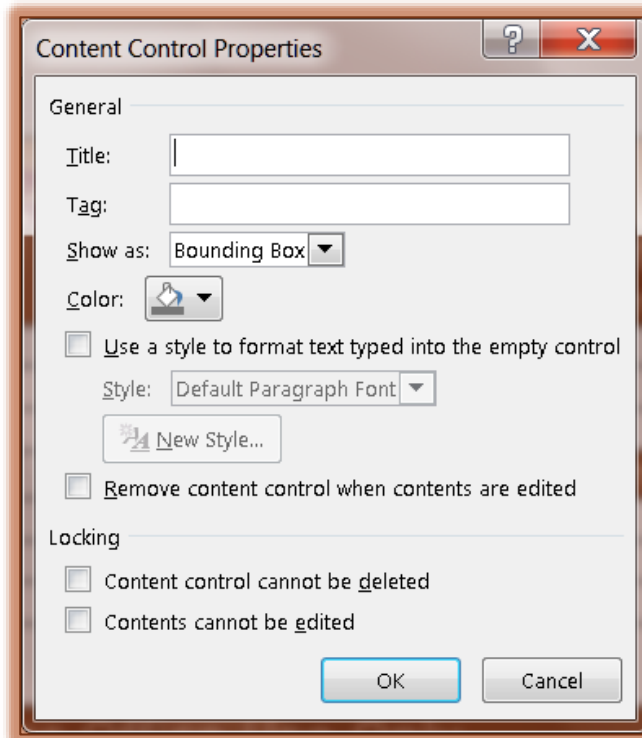
INSERT A TEXT CONTENT CONTROL

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

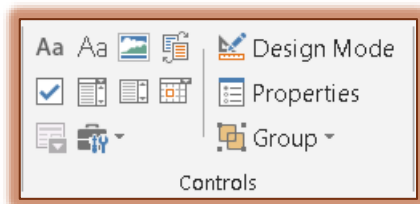
- ✦ Click cell **C3**. This is the cell to the right of the one that contains the word **Name**.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Rich Text Content Control** button (see illustration below).



- ✦ 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).



Click here to enter text.

- ✚ 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.

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

- ✚ 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.