

**FORM DEVELOPMENT  
USING  
THE TRADITIONL, TABLE AND VBA ACTIVES X CONTROL METHODS**

**Traditional Method**

As you type in the information, the ***underline*** character will move

NAME:    Sly                      Kevin                      D     
                  LAST                                  FIRST                                  MI

GENDER:   X   MALE        FEMALE

    FRESHMAN        SOPHOMORE        JUNIOR      X   SENIOR

**Table Method**

Using the Insert Table function, you create and resize each table:


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Insert text within the appropriate areas:

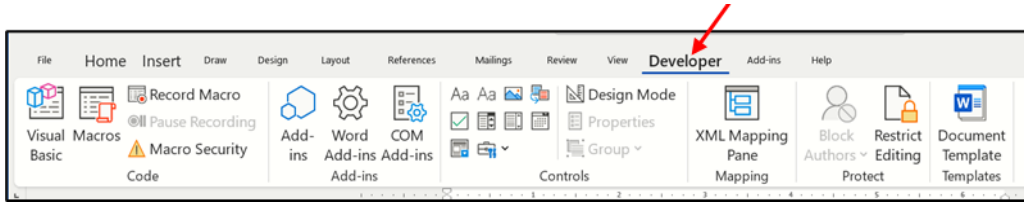
NAME:			
	LAST	FIRST	MI

GENDER:		MALE		FEMALE
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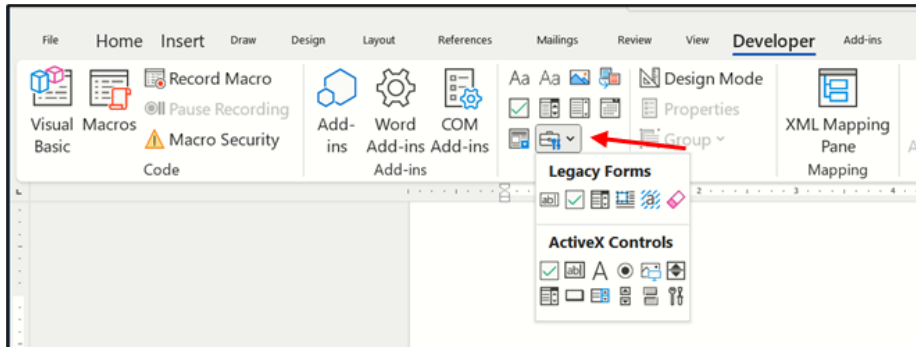
	FRESHMAN		SOPHOMORE		JUNIOR		SENIOR
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Click on Developer and ensure that Design Mode is clicked on:



Click on Legacy Tools down arrow and click the ActiveX Controls Textbox icon:



Insert the ActiveX Controls Textbox icons in the appropriate locations

- Use cut/paste to speed up the process
- Resize appropriately
- Use Check box icon for appropriate locations

NAME:     
LAST FIRST MI

GENDER:  MALE  FEMALE

FRESHMAN  SOPHOMORE  JUNIOR  SENIOR

When completed, click to turn of Design Mode

