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	XS	ENIOR

Table Method

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

		1	1		1	
			n			

Insert text within the appropriate areas:

NAME:									
			LAST			FI	RST	MI	
GENDE	R:		MALE		FEMAL	E			
	·								
F	RESHM	IAN		SOPHOM	ORE		JUNIOR		SEN

Click the Borders buttons to add or remove borders from your selection:

7

	*
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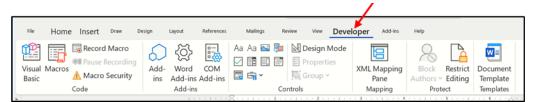
Bottom Border
🗄 Top Border
Left Border
Bight Border
No Border
All Borders
Out <u>s</u> ide Borders
🗄 Inside Borders
H Inside Horizontal Border
Inside Vertical Border
Diagonal Do <u>w</u> n Border
Diagonal Up Border
A Up Border Horizontal Line
🗹 Draw Table
View <u>G</u> ridlines
Borders and Shading

N/	٩N	Λ	E:	

-		LAST		FIRST	MI	
GENDER:		MALE	FEN	IALE		
FRE	SHMAN		SOPHOMORE	JUNIC	DR SE	NIOR
		Visua	I Basic for App	lication (VBA) M	ethod	
Type in dat	ta and spa	ce approp	riately using th	e space bar:		
NAME:	LAST		FIRST	МІ		
GENDER:	MALE	FEMALE				

FRESHMAN SOPHOMORE JUNIOR SENIOR

Click on Developer and ensure that Design Mode in clicked on:



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

File Home Insert Draw De	isign Layout References	Mailings Review V	iew Developer Add-ins H
Visual Macros Basic Macros Code	Add- Word COM ins Add-ins Add-ins Add-ins	Legacy Forms	
		▲ (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	2

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

	LAST	FIRST	MI	
GENDER:	MALE	FEMA	LE	
🗆 FRE	SHMAN 🗆 S	SOPHOMORE	□ JUNIOR	

When completed, click to turn of Design Mode

FORM-IT QUIZ

USING A COMBINATION OF THE TABLE AND VBA METHOD, PRODUCE A FORM IN MICROSOFT WORD THAT ALLOW YOU TO TYPE IN THE INFORMATION, AND THE LINES DON'T MOVE. ALSO, ADD CHECK BOXES TO THE ETHNICITY SECTION WHERE YOU CAN JUST CLICK THE CORRECT ANSWER.

MAKE THE FOR	RM LOOK LIKE THE	PRINTOUT		
DEMOGRAPHIC	CS			
Name:		FIRST	MI	
Address:				
City:	State:		Zip:	
ETHNICITY				
BLACK-/	SIAN-AMERICAN AMERICAN AMERICAN IIC-AMERICAN AMERICAN			
MAJOR				
	NTING JTER INFORMATIO	N SYSTEMS		

MANAGEMENT

MARKETING

OTHER