

# Creating Test Forms with Microsoft Word

By Lorrie Jackson

## WHY A TECHTORIAL?

### What will I learn today?

You will learn how to make simple interactive test forms using Microsoft Word.

### What hardware and/or software does the techtorial apply to?

You will need Microsoft Office for Mac or PC to complete this techtorial. The step-by-step instructions will work with Office X for Mac, Office XP for PC, and with some earlier versions of Word as well.

### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IVa in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

## THE FORMS TOOLBAR

Are you looking for an easy way to create test forms and other documents that will allow users to add information without disturbing the document's original content? Microsoft Word's Forms toolbar might be the solution you're searching for.

To open the Forms toolbar:


- Open a new document in Microsoft Word.
- Click View in the menu bar at the top of the Word window.
- Click Toolbars.
- Click Forms. The Forms toolbar will appear.
- Click and drag the toolbar to a convenient area of your screen.

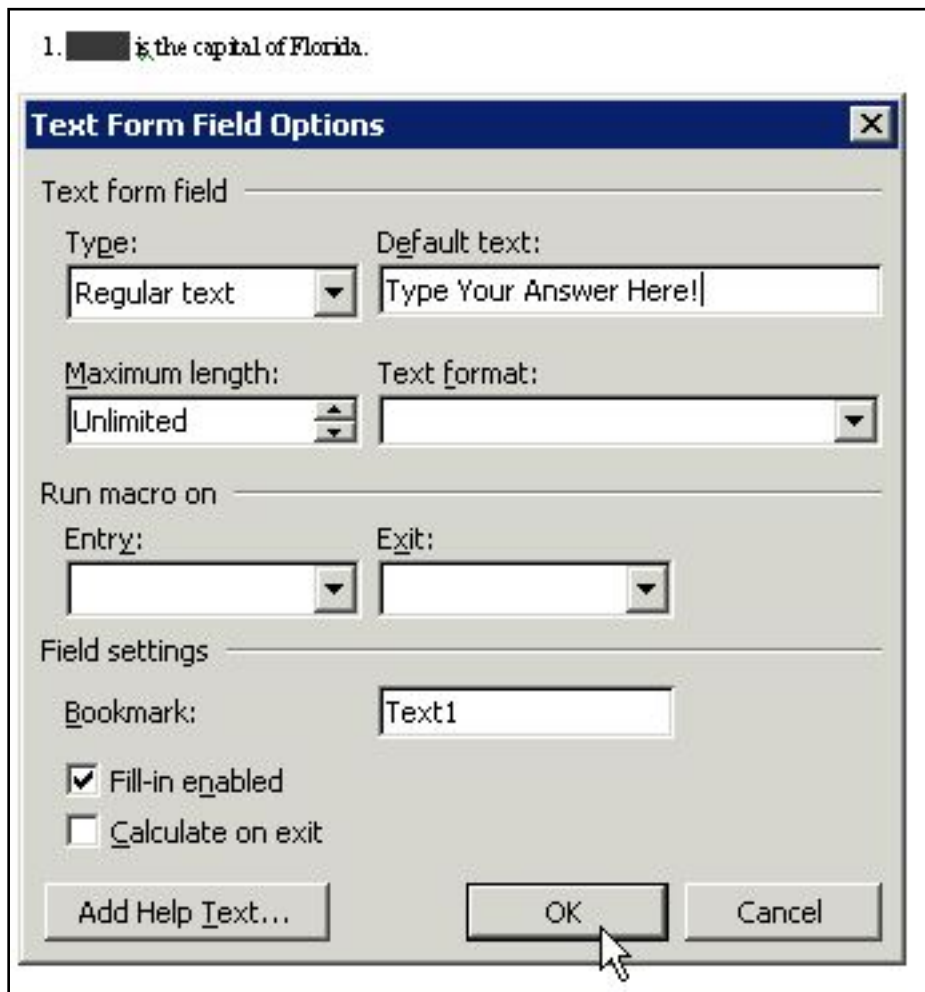


To learn how the Forms toolbar works, you are now going to create a three-question test containing three different answer formats: fill-in-the-blank, multiple choice, and drop-down menu.

## FILL IN THE BLANK QUESTION

First, we'll create a fill-in-the-blank question. Here's how!

- Type the following text into your new document: *1. is the capital of Florida.*
- Place your cursor before the word "is" in the sentence.
- Click the  button (called the Text Form Field) on the Forms toolbar. A gray rectangle will appear.
- Double-click the gray rectangle to open the Text Form Field Options window.
- In the Text Form Field Options window, click the drop-down menu beneath Type to choose the type of information that will be entered. Select "regular text."
- In the Text Form Field Options window, beneath Default text, you can type a prompt for the test-taker (for example, "Type your answer here"), or you can leave the area blank.



1.    is the capital of Florida.

**Text Form Field Options**

Text form field

Type: Regular text Default text: Type Your Answer Here!

Maximum length: Unlimited Text format:  

Run macro on

Entry:   Exit:  

Field settings

Bookmark: Text1

Fill-in enabled

Calculate on exit

Add Help Text... OK Cancel

- Click OK to close the window.
- Hit the space bar to add a space or spaces between the gray rectangle and the rest of the sentence.
- Place your cursor at the end of the sentence and hit Enter.

## MULTIPLE CHOICE QUESTION

Next we'll create a multiple-choice question. Here's how!

- With the Forms toolbar still open, type the following text into your document: 2.  $16 + 24 =$  . (Note: Do not type anything after the equals sign.)
- Click the check box (called the Check Box Form Field) on the Forms toolbar.
- Hit the space bar to add a space between the check box and the first answer.
- Type the number 50 next to the box.
- Hit the space bar to add a space or spaces between the first answer and the next check box.
- Click the Check Box Form Field again to create a second box. Hit the space bar once and type the number 40.
- Hit the space bar to add a space or spaces between the second answer and the next check box.
- Click the Check Box Form Field again to create a third box. Hit the space bar once and type the number 44.

2. $16 + 24 =$
<input type="checkbox"/> 50
<input type="checkbox"/> 40
<input type="checkbox"/> 44

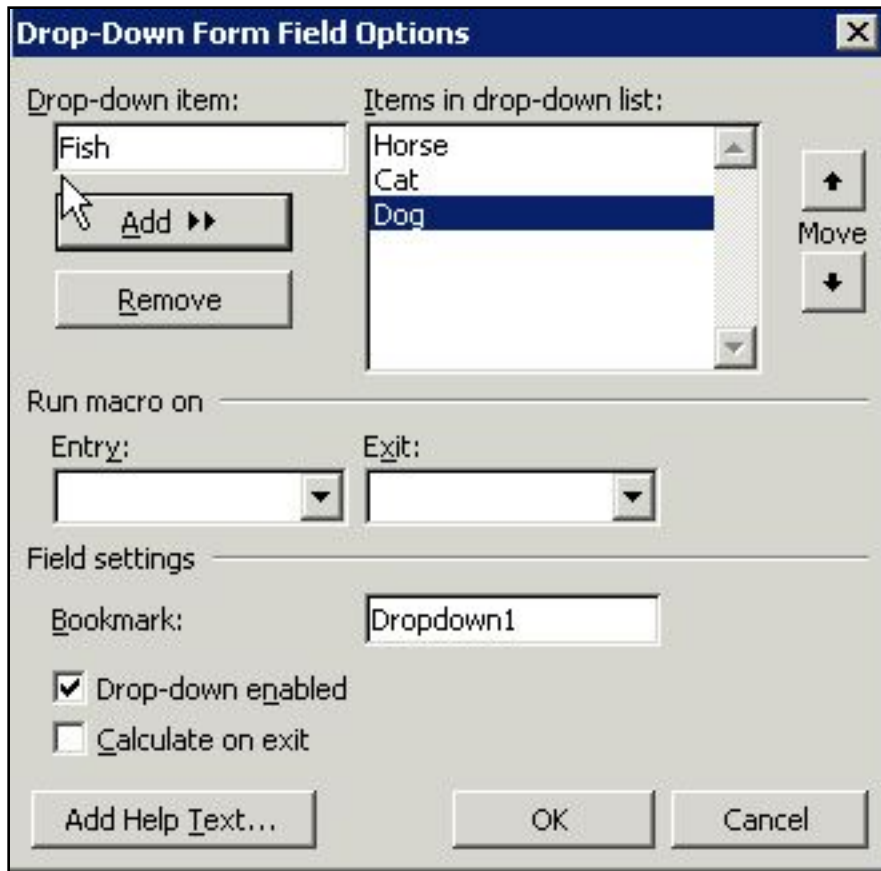
You can double-click any check box to open the Check Box Form Field Options window. That window allows you to change the size of a box or include an automatic check in a box.

Note: The Check Box Form Field tool can be used to add check boxes to documents that will be printed as well as to interactive documents.

## DROP-DOWN MENU QUESTION

Now, we'll create a drop-down menu question. Here's how!

- With the Forms toolbar still open, type the following text: 3. *Which is NOT a mammal?*
- Hit Enter.
- Click the third button (called the Drop-Down Form Field) on the Forms toolbar. A gray rectangle will appear.
- Double-click the gray rectangle to open the Drop-Down Form Field Options window.
- Under Drop-down item: in the Drop-Down Form Field Options window, type the word *horse*. Click Add.
- Type the word *cat* and click Add.
- Type the word *dog* and click Add.
- Type the word *fish* and click Add.



- Click OK.

To see if your test works, save your test form and close it. When you reopen the test, you should be able to fill in the blank in Question 1, check one or more boxes in Question 2, and choose an answer from the drop-down menu in Question 3.

Note: The Forms toolbar also can be used to create interactive documents -- such as registration forms, conference scheduling forms, survey forms, and so on -- to e-mail to students and parents.

## **DON'T TOUCH THAT TEST!**

Congratulations! You've used Microsoft Word to create an interactive test!

Now, to make sure your questions cannot be changed or erased, click the last button (the lock) on the Forms toolbar.

If you want other teachers -- but not students -- to be able to make changes to your questions, you can give your form a password:

- Click Tools in the menu bar at the top of the Word window.
- Click Protect Document.
- Click Forms.
- Type a password.
- Click OK.

## TELL ME MORE!

### **Where can I find more information?**

You also can use PowerPoint to quiz students. Check out the techtorial [Quiz Students with PowerPoint](#) for more info! Or make an [Interactive Crossword Puzzle](#) in Excel to help students review for the quiz you're making in Word!