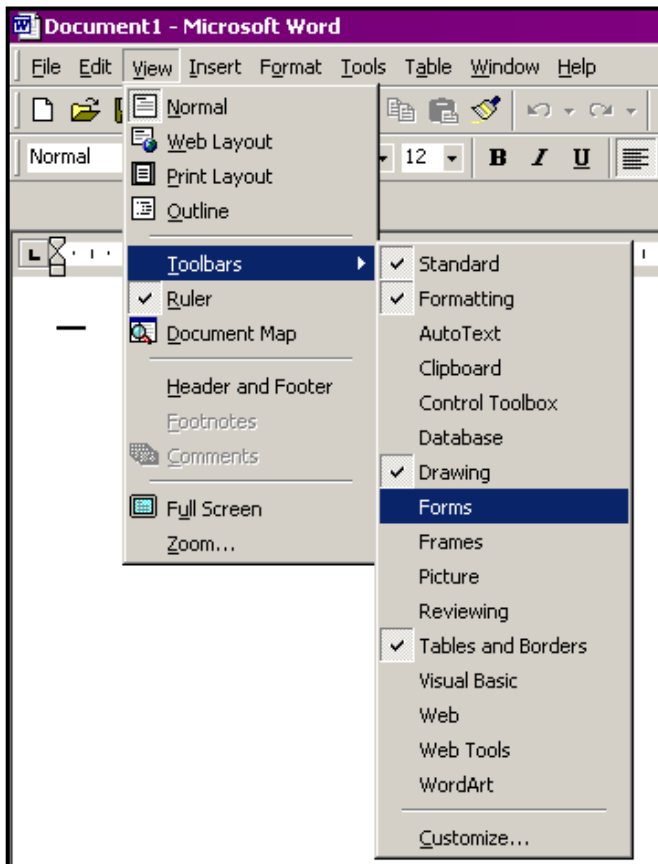


MS Word Tutorial
Inserting 'Drop Down' Boxes into an electronic worksheet.

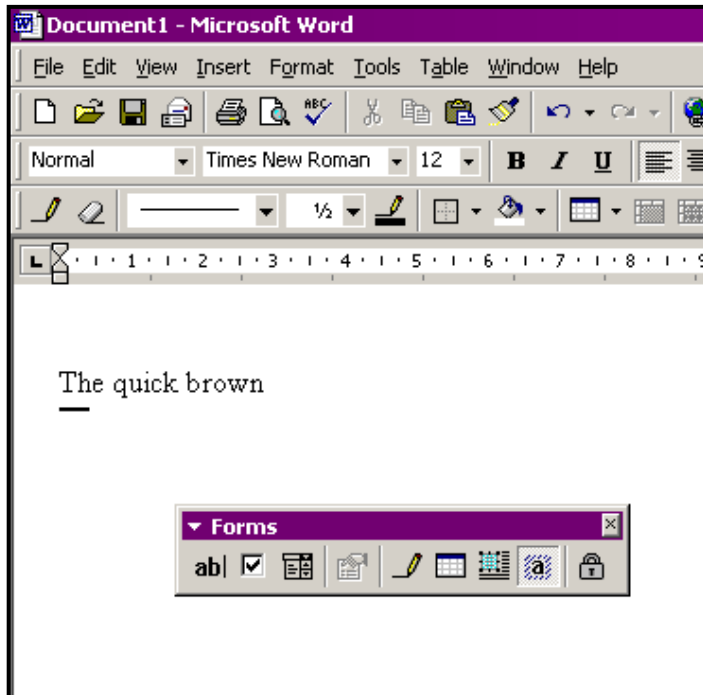


1. Open **Microsoft Word**.
2. Before you can insert a drop down box, you need to have the Forms toolbar visible. Go to **View** then **Toolbars** then choose **Forms**.

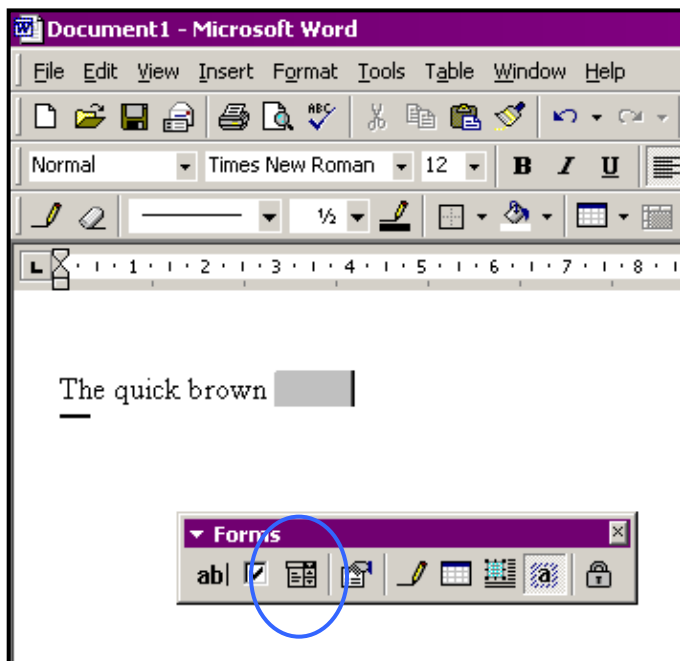


3. The Forms toolbar will look like this. You can drag it to the top or bottom of the screen if you wish to "dock" it with all the other toolbars, or leave it as a floating toolbar.



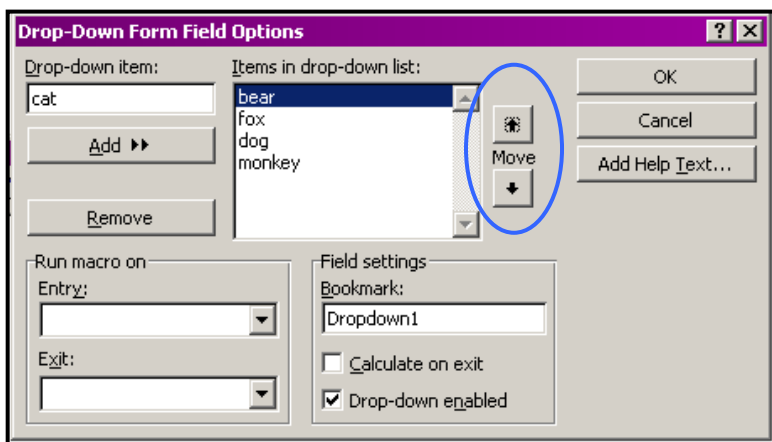
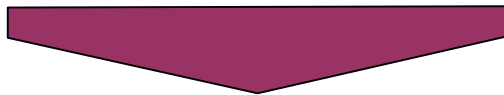
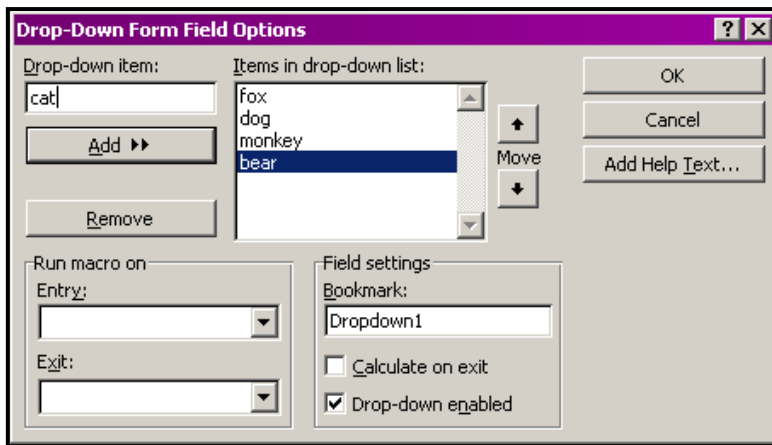
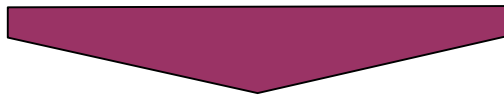
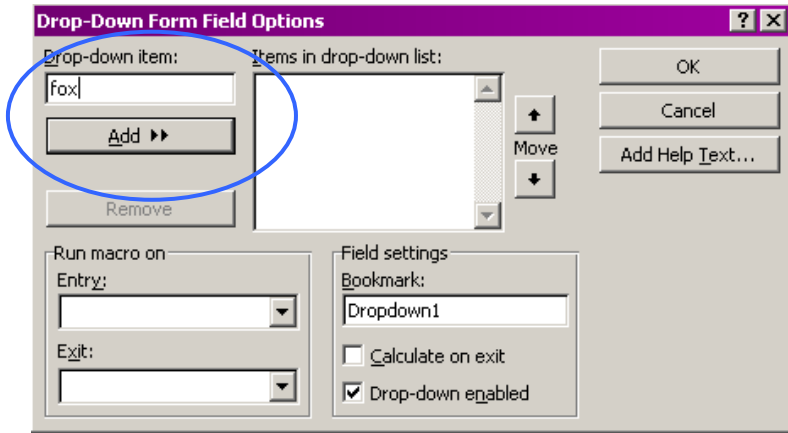


4. Type some text onto your blank page.



5. Click on the “**drop down form field**” icon (ringed) and a grey square will appear where your cursor is.

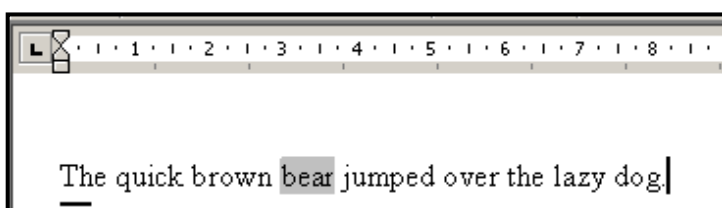


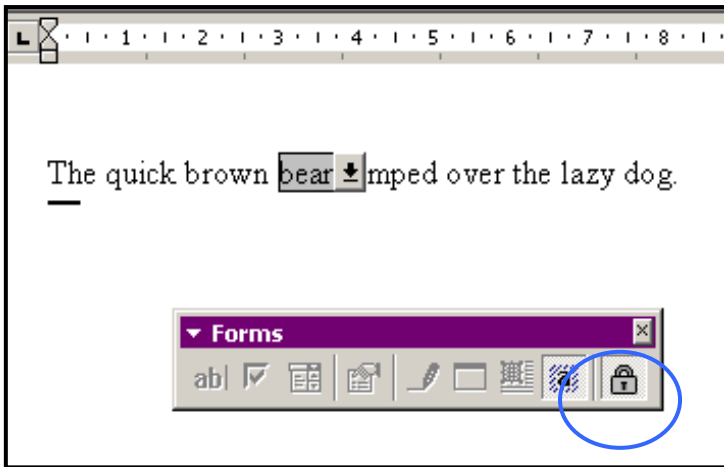
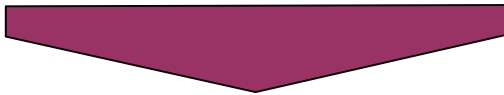


7. Repeat this several times to produce your list of words to choose from.

8. You can move words up and down the list by first clicking on the word to select it and then clicking on the arrow buttons (ringed)

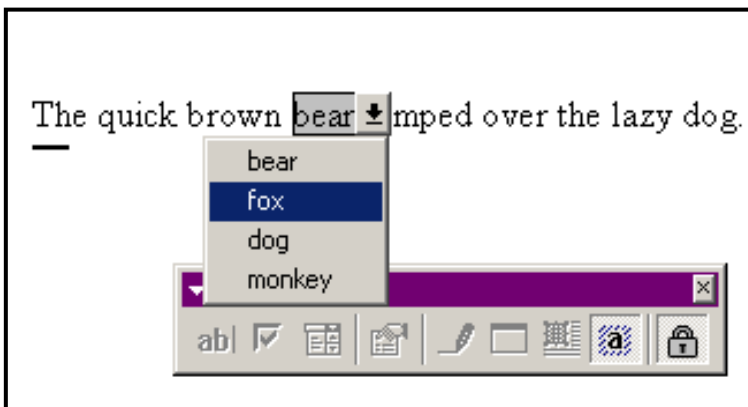
9. Click on OK when you have finished.





12. To activate the boxes you need to “lock” the worksheet. You can do this by clicking on the padlock icon.

Note: When the worksheet is “locked” (i.e. the padlock is selected) the worksheet cannot be typed on or altered except by using the drop down boxes. Click on the padlock again to unlock it.



13. To use the drop-down box, simply click on the arrow and select an option from the list.



Light and Sound

1. Complete the sentences. Click in the grey box and choose the correct word from the list.

Light travels in a line.

During a thunder storm you see the before you hear the . This is because light travels much than sound.

TIP: To make the spaces appear as blanks, add a line of underscores (_) to each list, and use the arrows to make it the first option each time.



Tip: Differentiate your worksheet by producing a second version that simply provides spaces for pupils to write the missing words, instead of choosing from a list.

You can do this using text form fields (ringed).