

How to Create a Form in Microsoft Word

1. First, create a template to create a form in Microsoft Word. Do by choosing **File > New**.
2. On the New Document taskbar, choose **On my computer** under the heading Templates. Make sure **Blank Document** under the General tab is selected and press **OK**.
3. The easiest way to create forms in Microsoft Word is to use the Forms toolbar. To access this toolbar, choose **View > Toolbars** and then choose the **Forms toolbar**.
4. To create a form field for text, click on the **Text Form Field** button. This will insert a text field into your form.
5. Click **Form Field Options**. This will bring up a dialog box that will allow you to set default text and set the length of the field.
6. To create a checkbox field, click the **Check Box Form Field** button. This will insert a checkbox into your form. You can click the Form Field Options to set the size and default value.
7. To create a drop-down menu field for your form, click the **Drop-Down Form Field** button. Click the Form Field Options button to add items you wish to include in the drop-down menu.
8. To add a table, click the Draw Table or Insert Table button.
9. The Reset Form Fields button will reset your fields back to their default settings.
10. The Protect Form button will lock your form so it cannot be edited unless you unlock it.