

Using the “Forms” Toolbar

Multiple Choice

- ☀ Open a word document.
- ☀ Enter a question by either keyboarding it or copying/pasting it from another source. These can come from existing documents or from Web sources, like TrackStar.
- ☀ With the cursor positioned after the question, **right** click on any toolbar and choose "**Forms**" from the drop-down menu.
- ☀ If you'd like to give your students a choice of answers from a pull-down menu, click on the "**Drop-Down Form Field**" icon. This will create a text box wherever the cursor is.
- ☀ **Right** click on that text box and choose "**Properties.**" Or you can simply "**double click**" on the text box.
- ☀ This will open the "**Drop-Down Form Field Options**" window.
- ☀ Enter the choices one at a time for the question and click "**Add**" after each choice.
- ☀ Click "**OK**" when finished.
- ☀ Now all you have to do is click on "**Protect Form**" to save your form when you are finished with all questions.
- ☀ You can always "**unlock**" your forms toolbar to make any adjustments. Remember to click on "**Protect Form**" when you are finished with the total assignment.
- ☀ When students "**click**" on the text box they will be given a pull-down menu to choose from.
- ☀ When they click on an answer, it is automatically put into the text box.