

## Using the “Forms” Toolbar

This toolbar is used for creating tests or a question/answer worksheet where students can either write an essay type response or choose a multiple-choice answer.

### *Short Answer or Essay Questions*

- ☀ 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 resources like TrackStar.
- ☀ With the cursor positioned after the question, right click on any toolbar and choose "**Forms**" from the drop-down menu.
- ☀ The first option is the "**Text Form Field**." Clicking on it will place a text box wherever the cursor is.
- ☀ When you complete your assignment, click on the "**Protect Form**" icon. It's the one that looks like a lock.
- ☀ Now your students can type in the text box you created and it will expand to accommodate their answers.