



Word Interactive Fillable Forms
IPD122

Hours: In Class 3 Clinical 0 Total 3

Description

Simplify your information gathering with this course and learn to create fillable, interactive forms in this course! This course will teach you to create placeholders in Word for different types of information, such as text, dates, yes-no questions, and so on. This makes it easier for everyone to know what type of information to include, and it also helps ensure all of the information is formatted the same way.

Why learn it?

You can use this information to create your own personal letter template and simplify preparing your PC generated correspondence to your clients, and or customers. You can automatically date the correspondence, Word contains a method for building the composite address block from individual address lines, and it will assist with preparing the salutation line. You will also learn a few basic techniques for validating the entries and populating a simple combo box. There's lots of neat stuff to learn about!

Prerequisites

IPD120 Word 2019 Essentials or basic Word knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Books

Word 2019 Templates & Forms Quick Reference

- ISBN: 978-1-944684-70-9 (Included)

Learning Objectives

Insert Text, Combo Box, Drop-Down List, Date Picker, and Check Box from content controls.

Set content control properties and change placeholder text.

Add a title, format contents, turn on/off design mode.

Create, edit, and set protection on a fill-in form template.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.