

## Creating Quizzes (II)

### Adding check boxes

Check boxes are useful for true and false questions or multiple choice questions.

#### Example

Q: What is a CD?

- Compact Disc
- Cutting Disc
- Company Debt
- Compact Drill

Q:  $1 + 1 = 5$ ?

- True
- False

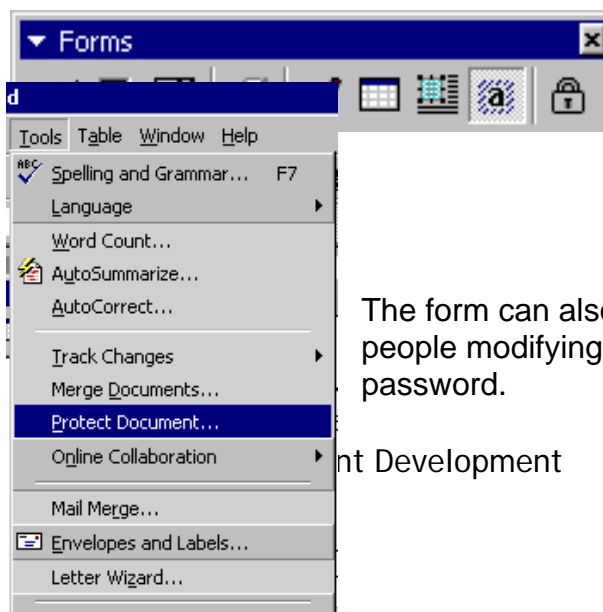
#### Step 1

Access the forms tool bar click *View>Tool Bars>Forms*



The checkbox button is the second image from the left. Place the cursor where the checkbox is to appear, then select the check box button

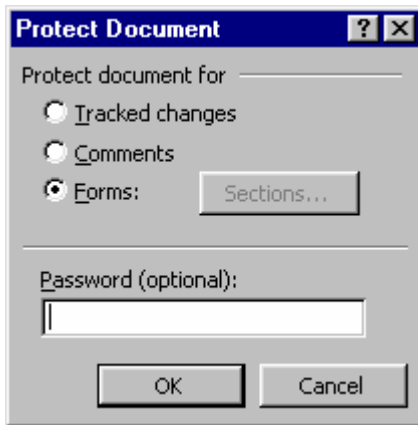
This appears on the screen



To make the check box work, the padlock button must be selected (This prevents the boxes and text from being modified)

The form can also be password protected stop people modifying the document without the correct password.

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Make sure the padlock is deselected then click *Tools>Protect Document*.

Type in a password and click OK. The document is protected.

It can be saved as a template for use.