

Quizzes with MSWord.

Use drop down boxes, drag & drop, or create check boxes to create engaging question sheets.

Creating Drop Down Boxes(MSWord)

Step 1

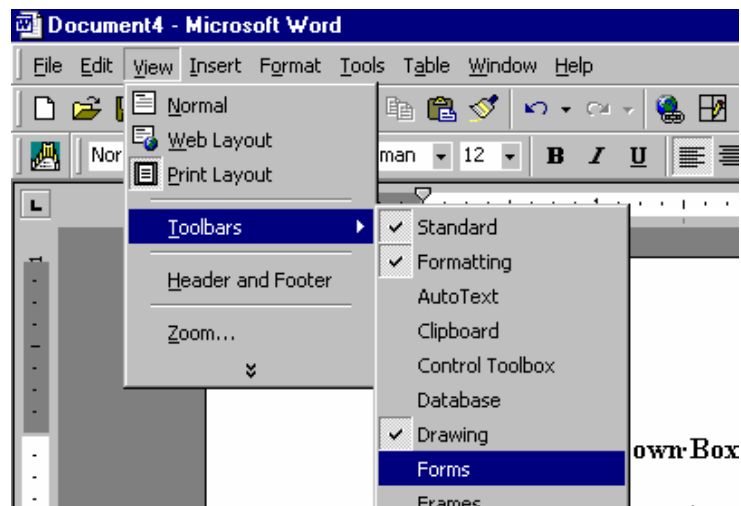
First consider how you wish to obtain the results of your quiz –to save or print. To the form for hand written completion,, it can be saved as normal word document(Remember drop down boxes will not work on paper)

To Save the answers electronically the document should be saved as a template or use the option to save as read only-otherwise students may save over your original!!

Open an existing document for your quiz.

Step 2

Click *View >Tool Bars>Forms*

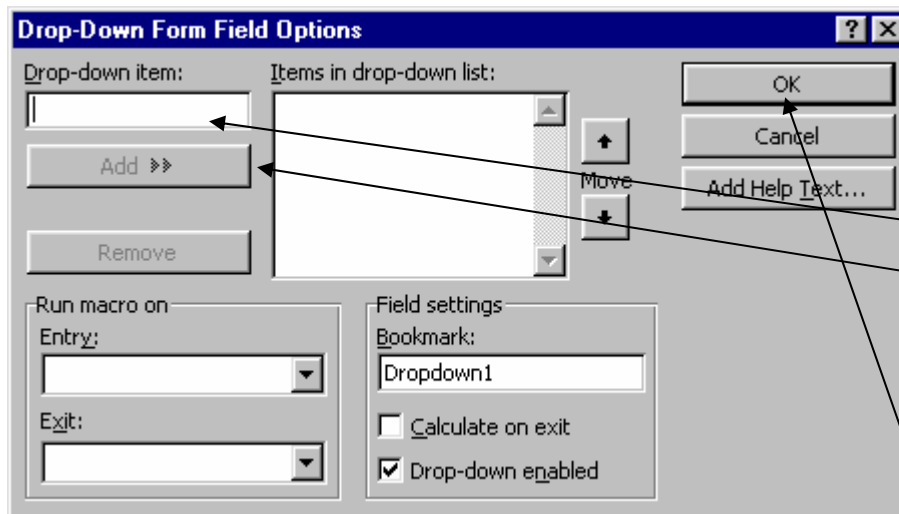


Step 3



This tool bar will appear

Place the cursor where you want The DDB to appear, and then click on the DDB button on the forms tool bar. A grey area will appear on screen double click upon this.



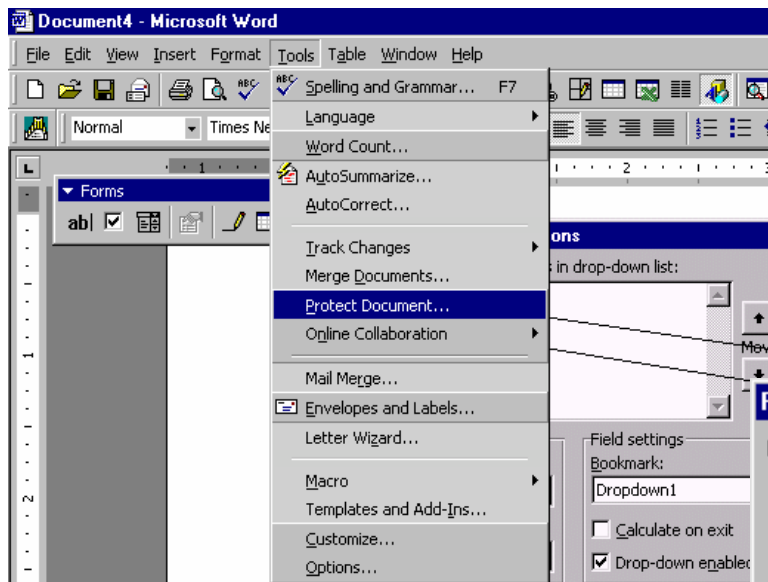
Enter the text that you like to appear in the DDB – one answer at a time. After each answer click Add (Clicking remove will remove the last entry from the list)

Step 5

Once completed click OK.

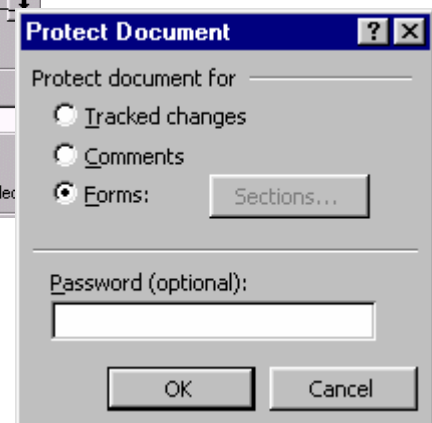
The dropdown box has now been added to your document. Save your work

(Add all your DDBs.) Once complete click the 'Padlock' button on the forms tool bar (far right hand side). The drop down boxes will now work on screen.



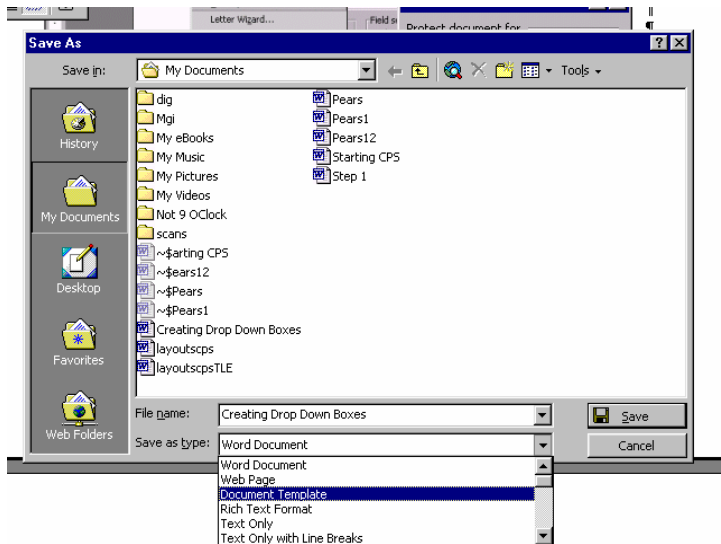
To password protect the DDB so the quiz can not be altered, Click Tools>Protect Document

A dialog box appears to password protect the DDB.



Step 6

Save the file as a word document. This can be completed and printed off, or it can be saved as a template. Once the form has been completed it can be saved by students under a different name.



Saving as a Template

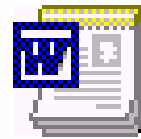
Click File>Save as

Click in the 'save as file type' drop down box

Click Document Template

Locate the location you would like to save the file in and click Save.

To use the template just *double click* it and it will load word and your document is ready to be used.



mytemplate

Save as Read Only

File>Save

Click on Tools Security options

Check read only

Click OK

Save as normal.