

Open *w07_exam_chap_data* and save it as a Macro-Enabled Document Template named *w07_exam_chap_LastFirst*

Jefferson Middle School T-Shirt Fundraiser

Use the TextBox macro to insert form fields after *Student Name:*, *Phone Number:*, *Grade:*, and *Teacher:*

Student Name:

Grade:

Phone Number:

Teacher:

Insert a Legacy Text Form Field under *Total* with the following properties:

- Type: Calculation
- Expression: = Price1*Qty1
- Number format: \$#,##0.00;(\$#,##0.00)
- Bookmark: Total1
- Calculate on exit: Checked

Insert a Legacy Text Form Field under *Quantity* with the following properties:

- Type: Number
- Default number: 0
- Bookmark: Qty1
- Calculate on exit: Checked

Size		Quantity	Total
Child S-M		0	\$0.00
Child L-XL	\$8.00	0	\$0.00
Adult S-M	\$10.00	0	\$0.00
Adult L-XL	\$10.00	0	\$0.00
Adult XXL	\$12.00	0	\$0.00
Grand Total:			\$0.00

Insert Legacy Text Form Fields in the remaining cells under *Quantity* and *Total*, incrementing the bookmark by 1

* All forms must be returned with payment by April 1st. We will not be able to accept any late forms this year. All shirts will be delivered to school and available for pickup from the cafeteria on April 29th from 4:00 PM to 7:00 PM.

Insert a Legacy Text Form Field in the cell next to Grand Total: with the following properties:

- Type: Calculation
- Number format: \$#,##0.00;(\$#,##0.00)
- Bookmark: GrandTotal
- Calculate on exit: Checked

X

Insert a signature line

Parent Signature

Click or tap to enter a date.

Date

Insert a Date Picker Content Control

Set a password of Template for opening the document

Jefferson Middle School T-Shirt Fundraiser

Student Name: John Smith

Complete the student information as directed

Grade: 6

Phone Number: 724-555-1010

Teacher: Mr. Long

Complete the order information for the *Quantity* column as directed

Size	Price	Quantity	Total
Child S-M	\$8.00	3	\$24.00
Child L-XL	\$8.00	5	\$40.00
Adult S-M	\$10.00	1	\$10.00
Adult L-XL	\$10.00	8	\$80.00
Adult XXL	\$12.00	7	\$84.00
		Grand Total:	\$238.00

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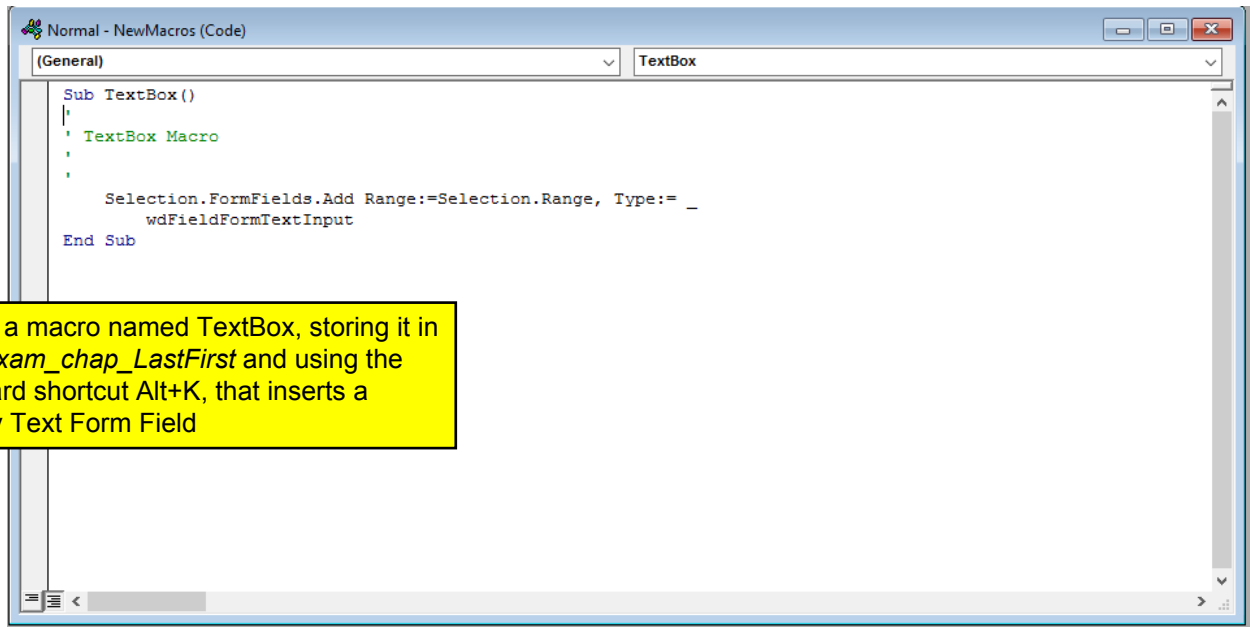
X

Parent Signature

5/2/2018

Complete the date field using today's date

Date



Create a macro named TextBox, storing it in *w07_exam_chap_LastFirst* and using the keyboard shortcut Alt+K, that inserts a Legacy Text Form Field

Mark the document as final

Jefferson Middle School T-Shirt Fundraiser

Student Name: John Smith

Grade: 6

Phone Number: 724-555-1010

Teacher: Mr. Long

Restrict editing to filling in forms

Size	Price	Quantity	Total
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X

Parent Signature

5/2/2016

Date