# Prepared Exam Exploring Microsoft Word 2019, Chapter 7



Fundraiser Order Form

You are a volunteer who has been asked by your child’s school to help create an order form for the school’s spring t-shirt fundraiser. One of the other parents started to create the form, but ran into several issues trying to calculate the totals for the form. You will take over the project, and create a template for the order form as well as a completed form that you will use as an example.

**Template Text Controls**

You will create a macro that enables you to add text box controls to the order form in a quick and uniform manner. You will then use the new macro to add text box controls so that the student’s name, grade, phone number, and teacher information can be entered.

1. Open w*07\_exam\_chap\_data* and save it as a **Macro-Enabled Document Template** named ***w07\_exam\_chap\_LastFirst***.
2. Display the Developer tab. Record a macro named **TextBox** and store it in the w07\_exam\_chap\_LastFirst template with a keyboard shortcut of **Alt + K**. Perform the commands to insert a Legacy Text Form field after the text *Student Name:* and then stop recording the macro.
3. Run the **TextBox** macro to insert Legacy Text Form fields after the text Student Name:, *Grade:*, *Phone Number:*, and *Teacher:*. In the Trust Center, make sure to set the Macro settings to *Disable all macros except digitally signed macros*.

**Signature Line and Controls That Calculate**

You will add text controls to the order form that enable you to calculate the order totals entered by the user. You will also create a text control that enables users to add their signature and enter a date for the signature.

1. Insert a signature line above the text *Parent Signature* at the bottom of the document and deselect the *Show sign date in signature line* check box.
2. Insert a **Date Picker Content Control** above the text *Date*.
3. Insert a **Legacy Text Form Field** in the first blank cell under *Quantity* with the following properties:
   * Type: **Number**
   * Default number: **0**
   * Bookmark: **Qty1**
   * Calculate on exit: **Checked**
4. Insert a **Legacy Text Form Field** in the first blank cell under *Total* that calculates the total for the row with the following properties:
   * Type: **Calculation**
   * Expression: **=Price1\*Qty1**
   * Number format: **$#,##0.00;($#,##0.00)**
   * Bookmark: **Total1**
   * Calculate on exit: **Checked**
5. Insert (or copy and paste) the remaining content controls for the *Quantity* column, incrementing each bookmark by 1 (**Qty2** through **Qty5**)—all other properties remain as shown in step f. Insert (or copy and paste) the remaining content controls for the *Total* column**,** incrementing each bookmark by 1 (**Total1** through **Total5**) and adjusting the corresponding expression for each row. All other properties remain as shown in step g.
6. Insert a **Legacy Text Form Field** in the blank cell to the right of *Grand Total* that calculates the total for the *Total* column with the following properties:
   * Type: **Calculation**
   * Number format: **$#,##0.00;($#,##0.00)**
   * Bookmark: **GrandTotal**
   * Calculate on exit: **Checked**

**Form Protection**

You will protect the structure of the form by allowing text edits only to the form fields. You will further protect the template by adding a password that users need to enter before they can open the form.

1. Restrict the type of editing to **Filling in forms**.
2. Protect the template by adding a password of **Template** to the document template.
3. Save and close the document template.

**Complete a Sample Form**

You will fill out a sample form that will be used to demonstrate how to properly fill out a fundraiser form. You will also mark the sample as final, informing users that this form is a sample and should not be altered.

1. Open w*07\_exam\_chap\_LastFirst* and save as a **Word Document** named ***w07\_exam\_chap\_Sample\_LastFirst***.
2. Type the student information at the top of the form using the following data:
   * Student Name: **John Smith**
   * Grade: **6**
   * Phone Number: **724-555-1010**
   * Teacher: **Mr. Long**
3. Complete order information using the following *Quantity* data:
   * Child S-M: **3**
   * Child L-XL: **5**
   * Adult S-M: **1**
   * Adult L-XL: **8**
   * Adult XXL: **7**
4. Complete the *Date* field by entering today’s date.
5. Mark the document as final.
6. Save and close the document. Based on your instructor’s directions submit the following:  
   w07\_exam\_chap\_Sample\_LastFirst  
   w07\_exam\_chap\_LastFirst.dotm