

Creating Fill in the Blank Questions



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1. Type the following text into your new document: "1. is the capital of Louisiana."
2. Place your cursor before the word "is" in the sentence.
3. Click the Text Form Field button on the Forms toolbar. A gray rectangle will appear.
4. Double-click the gray rectangle to open the Text Form Field Options window.
5. In the Text Form Field Options window, click the drop-down menu beneath.
6. Select "regular text."
7. In the Text Form Field Options window, beneath Default text, you can type a prompt for the test taker (for example, "Type your answer here"), or you can leave the area blank.
8. Click OK to close the window.
9. Hit the space bar to add a space or spaces between the gray rectangle and the rest of the sentence.
10. Place your cursor at the end of the sentence and hit Enter.

Locking the Form

1. To make sure your questions cannot be changed or erased, click the lock button on the Forms toolbar.
2. If you want other teachers -- but not students -- to be able to make changes to your questions, you can give your form a password.
3. Click Tools in the menu bar at the top of the Word window.
4. Click Protect Document.
5. Click Forms.
6. Type a password. Make sure you write down the password because there will be no one to call if you forgot it.
7. Click OK.