LAYOUT
Create a Template/Form
Teaching Points

Overview

With the demise of the typewriter, electronic templates and forms are created and completed on the computer, which make information and data gathering easier, quicker, and neater. This assignment allows students to create two templates and/or forms from an organization or their school with lines and/or check boxes.

Content Review

Review and/or demonstrate the following as needed:

Form and template creations
Lines and checkboxes

Activity Preparation

Discuss and brainstorm with students the information to be included in forms and ways decisions are made about the information to be included.

Review and/or discuss the steps in designing forms from sketches.

Review and/or demonstrate the creation of forms with lines or no lines, check boxes, and drop-down lists.

Review why a form/template should be secured and demonstrate how to secure a form/template.

Discuss the project and ways the students are to interact with the organizations from which templates/forms are obtained.

Resources

Supplies needed for the activity:

Computer
Paper
Printer
Sample business forms

Web sites (and/or key words to use for search:

How to create a template and a form

http://support.microsoft.com/default.aspx?scid=kb;en-us;q141990

http://www.apu.edu/imt/training/word/creating_forms.php

http://www.rdg.ac.uk/ITS/Topic/WordProc/WoP2Kfrm01/

http://www.its.queensu.ca/educ/handout/tempform.html

http://www.glencoe.com/ps/computered/pas/article.php4?articleId=365

http://www.freedomscientific.com/fs_support/BulletinView.cfm?QC=449

http://www.columbia.edu/cu/libraries/inside/forms/formtips.html

http://zircon.mcli.dist.maricopa.edu/mlx/warehouse/00301-00400/00383/making_word_forms.doc

Key words: *templates, forms,* or add *Word* to any of the key words

Books, articles, and other resources:

Hinkle, D. (2000). *Word 2000 level one: Core.* Peoria, IL: Glencoe (McGraw Hill).

Pasewark, W., Pasewark, S. G., and Morrison, C. (2002). *Microsoft Word 2002 – Complete tutorial.* Boston, MA: Thomson Course Technology.

Rutkosky, Nita. (2002). *Microsoft Word 2002: Signature series.* St. Paul, MN: EMC Paradigm.

Rutkosky, Nita. (2002). *Microsoft Word 2002: Core and Expert Certification.* St. Paul, MN: EMC Paradigm.