

LAYOUT

Create a Template/Form Assignment

Activity Preparation and Assignment

Follow the directions below to recreate a form/template which may have modifications.

1. Create a project folder entitled [*insert your name*] *Form Template*.
2. Determine which office or organization will be used to obtain two business forms for recreation and have it approved by the instructor.
3. Contact the organization or office and collect two forms. Determine from the office professional or organization representative what, if any, corrections and/or updating are needed on the form. You want a form/template that has lines, check boxes, and other similar items that will be good as an electronic means to collect data.
4. Recreate the form/template with any modifications and/or corrections needed. Be sure to use lines, check boxes, etc.
5. Lock the form and make sure it works.
6. Proofread and correct any errors. Remember to unlock the form to make corrections and relock it afterwards.
7. Print a copy and have it evaluated and approved by the organization representative and your instructor (*Submission 1*). Submit a copy of the original with any modifications with this submission.
8. Make any corrections noted.
9. Submit the form by e-mail or on a floppy disk to the organization and the instructor for evaluation (*Submission 2*). Submit a copy of the original and/or a copy of the first submission evaluated template/form.
10. Submit a print screen of the project folder.

Resources

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

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

How to create forms/templates

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

Tips for creating forms using MS Word

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

Good link with screen shots of how to create forms

<http://familycrafts.about.com/gi/dynamic/offsite.htm?site=http%3A%2F%2Fwww.kidprintables.com%2Fbookmarks%2F>

Some samples/examples of printable bookmarks