Course	# Word Intermediate - Templates and Forms
Length	Three hours
Audience	Designed for anyone who needs to use the same document or form repeatedly. Learn to create and use templates so that you never have to recreate a document again. Participants will create new templates and use them as the basis for forms. Learn to create well-designed paper forms as well as on-line forms.
Prerequisites	Participants must be proficient in Windows and Word on at least an introductory level. They must take Word Basics, Word Editing Techniques and Word Tabs and Tables or have comparable experience.
Topics	

Module 1: Review of Tables
♦ Creating tables
♦ Adding rows and columns
♦ Applying borders and shading
♦ Merging cells and tables
♦ Splitting cells and tables

Module 2: Templates
♦ Creating a template in new file format: DOTX
♦ Changing default template font and paragraph
♦ Editing a template
♦ Using existing templates

Module 3: Creating Paper Forms
♦ Using tables to create forms
♦ Using the Forms toolbar
♦ Adding check boxes

Module 4: Creating Online Forms
♦ Creating the form template
♦ Adding text and field names
♦ Inserting text form fields
♦ Modifying online forms