



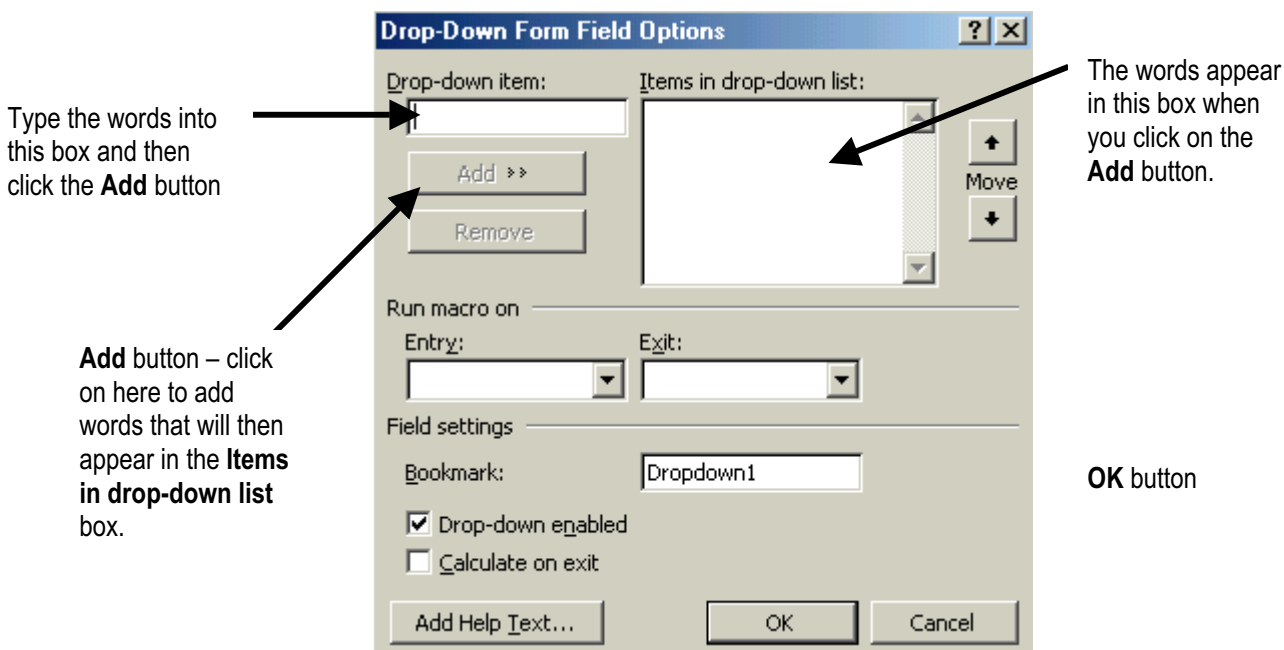
Follow the lists of instructions and diagrams to find out how to make drop-down lists [drop-down form field] in MS Word. Use drop-down lists when you want to give pupils options to select from in an interactive worksheet.

1. Open up MS Word.
2. Ensure you have the form toolbar present. To get this toolbar click on the View menu, then Toolbars and then choose Forms by clicking on it. The toolbar is shown below.




3. When you have the cursor where you want to add a drop-down list click the button, which looks like this  [it is termed drop-down form field]. A grey box will appear which will look like this .

4. Double click on the grey box and a dialogue box will open, this is shown below:



5. Insert the words you want in the list by typing them in the drop-down item box. After each word click on the **Add** button. This will add your word to the drop-down list and you will see it appear in the **Items in drop-down list** box. Normally it is best to add a space as your first entry, because this will be what is seen by the pupils.

6. When you have finished adding your words click the **OK** button [bottom right hand corner on the dialogue box].

7. To use the form click on the **Protect form** button which looks like this . This will ensure the drop-down lists can be used and the pupils cannot change your form.

8. Remember this button stops any further formatting on your worksheet so if you want to change anything it will need to be clicked off again. The drop-down lists will only work if the document is protected, but pupils will need to unprotect the document to add in text answers. Their drop-down selections will not be lost when they do this.