


## Creating a Form with Calculations

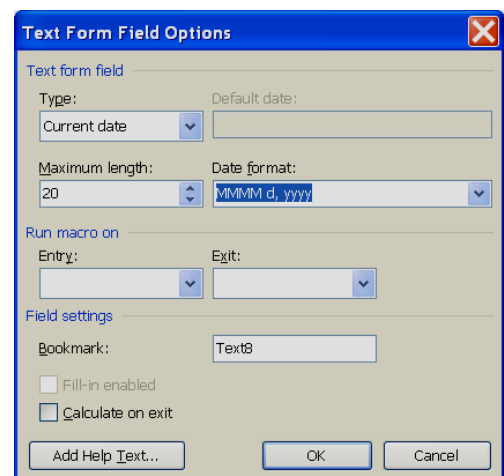
When working with online forms, it is also possible to have the form perform calculations. When creating a form to perform calculations, it is necessary to use a table. For this part of the workshop, you will be working with a **Table Online Form** that will show you how to perform calculations. When working with calculated numbers, it is best to insert the Text Form Field into a separate cell from the explanation for the field.

- ❖ Open the document, **On-Line Forms Practice Exercise** from the **storage area**.
  - The document to create this type of form can be downloaded by clicking the link On-Line Forms Practice Exercise directly under the link for this document in the Word Web page.
  - Click the hyperlink for the **On-Line Forms Practice Exercise**.
  - The Download dialog box will appear.
  - Click **Save** when the dialog box appears.
  - Follow the same procedure to save this document as you would for any other document.
- ❖ Make sure the **Show/Hide** feature is activated, by clicking the **Show/Hide** button on the **Standard** toolbar. (See the illustration at the right.) 
- ❖ Change the **Text Form Fields Properties** for all the **Text Form Fields** that have already been inserted into the form, as specified below. To do this:
  - **Right-click** on the **Form Field**.
  - Select **Properties** from the shortcut menu.
    - **Name**
      - Length - **20**
      - Text Format - **Title Case**
    - **Address**
      - Length - **30**
    - **City**
      - Length - **20**
      - Text Format - **Title Case**
    - **State**
      - Length - **2**
    - **Zip**
      - Length - **9**
    - **E-mail**
      - Length - **30**
    - **Major Interest**
      - Length - **30**

### Inserting a Current Date Form Field

When a Current Date Form Field is used in a form, the current date is automatically inserted into the form. It is not possible to change this date.

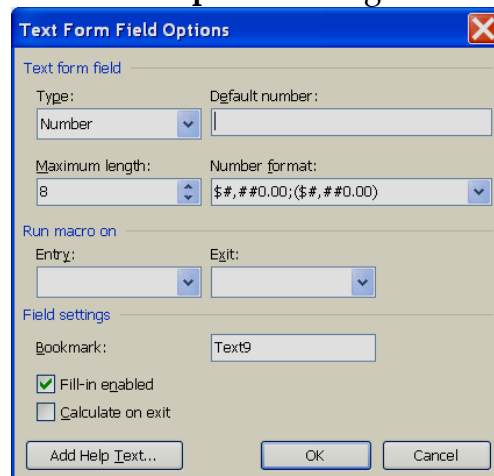
- ❖ Place the insertion point after the text, **Date of Call**.
- ❖ Insert a **Text Form Field**.
- ❖ Do one of the following:
  - Click the **Form Field Options** button on the **Forms** toolbar.
  - **Double-click** the **Text Form Field**.
  - **Right-click** the **Text Form Field** and then select **Properties**.
- ❖ When the **Text Form Field Options** dialog box appears, change the **Type** option to **Current Date**.
- ❖ Change the **Maximum Length** to **20**.
- ❖ Change the **Date Format** to **MMMM d, yyyy**. With this format, the date is spelled out such as **October 3, 2003**.
- ❖ When the changes have all been made, click the **OK** button to exit the dialog box.



## Inserting Number and Calculated Fields

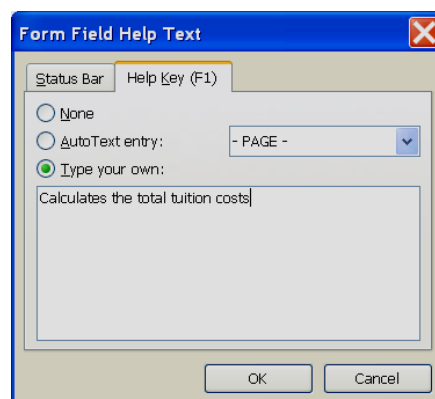
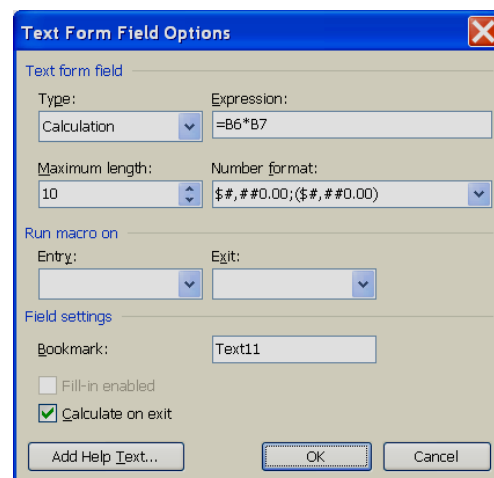
When calculated fields are used, the cells are counted by column and row, even though all the rows might not have the same number of columns.

- ❖ Click the cell next to **Cost per semester hour**.
- ❖ Click the **Text Form Field** button on the **Forms** toolbar.
- ❖ Use one of the options explained earlier to open the **Text Form Field Options** dialog box.
- ❖ Make the following changes in the dialog box:
  - **Type - Number**
  - **Maximum Length - 8**
  - **Number Format - One with dollar sign.**
- ❖ Click the **OK** button to exit the dialog box.
- ❖ Click the cell next to **Semester Hours**.
- ❖ Click the **Text Form Field** button on the **Forms** toolbar.
- ❖ Use one of the options explained earlier to open the **Text Form Field Options** dialog box.
- ❖ Make the following changes in the dialog box:
  - **Type - Number**
  - **Maximum Length - 3**
  - **Number Format - One that is just a zero.**
- ❖ Click the **OK** button to exit the dialog box.



## Calculating the Total Tuition

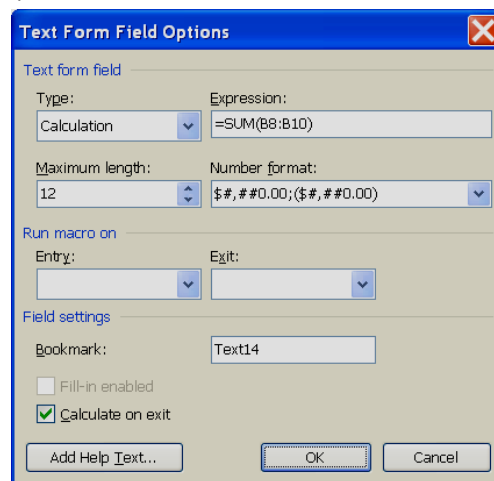
- ❖ Click the cell next to **Tuition**.
- ❖ Insert a **Text Form Field**.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar.
- ❖ When the **Text Form Field Options** dialog box appears, make the following changes:
  - **Type - Calculation**
  - **Expression - =B6\*B7**
  - **Maximum Length - 10**
  - **Number Format - One with dollar sign**
- ❖ Click the **Calculate on exit** check box to activate this option.
- ❖ Click the **Add Help Text** button.
- ❖ Click the **Help Text (F1)** tab to select it.
- ❖ In the **Type your own** text box, input something like, **Calculates the total tuition costs**.
- ❖ Click **OK** to exit the dialog box.
- ❖ Click the cell next to **Room and Board**.
- ❖ Insert a **Text Form Field** into this cell.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar.
- ❖ Make the following changes in the dialog box:
  - **Type - Number**
  - **Maximum Length - 10**
  - **Number Format - One with dollar sign.**



- ❖ Click the **Add Help Text** button.
- ❖ Insert a statement into either the **Status Bar** or **Help Text** areas explaining the purpose of this form field.
- ❖ Click the **OK** button twice to exit both dialog boxes.
- ❖ Insert the same type of **Text Form Field** for **Books** as you did for **Room and Board**, using the same **Number Format** and **Maximum Length**.

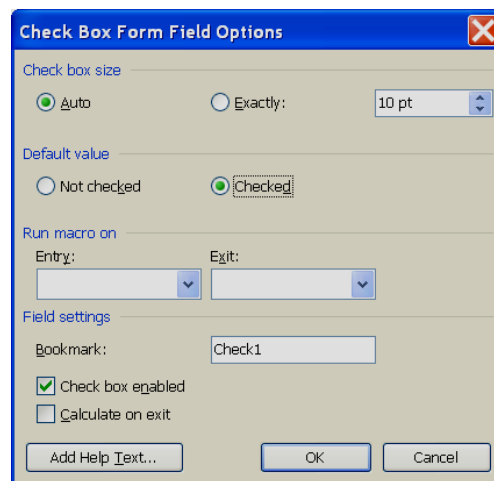
### Calculating the Total Costs

- ❖ Click in the cell next to **Total Costs** and then insert a **Text Form Field**.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar.
- ❖ Select the following options for this field:
  - **Type - Calculation**
  - **Expression - =B8+B9+B10 or =SUM(B8:B10)**
  - **Maximum Length - 12**
  - **Number Format - Option with dollar sign**
- ❖ Place a check mark next to **Calculate on Exit**.
- ❖ Click **Add Help Text**.
- ❖ Click the **Help Text (F1)** tab.
- ❖ In the **Type your own** text box, input a statement similar to, **Calculates the total semester costs**.
- ❖ Click the **OK** button to exit the dialog box.
- ❖ Click the **OK** button again to exit the **Text Form Field Options** dialog box.



### Creating a Check Box Form Field

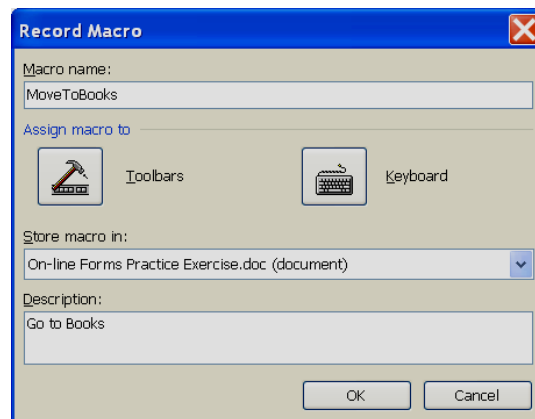
- ❖ Place the insertion point next to the word **Yes**.
- ❖ Click the **Check Box Form Field** button.
- ❖ Click the **Form Field Options** button to open the **Check Box Form Fields Options** dialog box.
- ❖ Leave the **Check box size** option set at **Auto**.
- ❖ Click **Checked** under the **Default value**. This means the box will be checked when the form is used.
- ❖ Make sure that **Check Box Enabled** is checked.
- ❖ Click **OK** to exit the dialog box.
- ❖ Click next to the word **No** and input the same type of Form Field.
- ❖ Because all the defaults will be used for this field, it is not necessary to open the **Text Form Fields Option** dialog box.



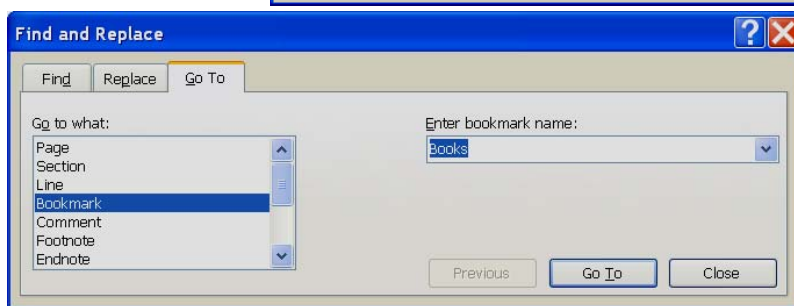
### Recording a Macro to Change Field Order

- ❖ Double-click the **Books** text form field.
- ❖ The **Text Form Field Options** dialog box will open.
- ❖ In the **Field Settings** section of the dialog box,
  - Double-click the **Bookmark** text box to highlight its contents.
  - Key in **Books**.

- ❖ Click the **OK** button.
- ❖ Make bookmarks for the **Yes** form field, the **No** form field, and the **Name** form field.
- ❖ Double-click the **REC** button on the **Status Bar** to open the **Record Macro** dialog box.
- ❖ Type **MoveToBooks** in the **Macro** name text box.
- ❖ Click the **Store macro in** list arrow and click **Online Forms Practice Exercise**.
- ❖ Select the text in the **Description** text box.
- ❖ Type **Go to Books**.
- ❖ Click **OK** to exit the **Record Macro** dialog box.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Click **Go To** and then click **Bookmark** in the **Go to what** list.



- ❖ Click the **Enter bookmark name** list arrow.
- ❖ Click **Books** in the list of bookmarks.
- ❖ Click the **Go To** button and then click the **Close** button.
- ❖ Click the **Stop Recording** button on the **Stop** toolbar. This is the button on the left side (square button) of the toolbar.



- ❖ The entire macro has been recorded. The next step is to tell Word to execute the macro whenever the **Tab** key is pressed in the **Room and Board Text Form Field**.



- ❖ Double-click the **Room and Board Text Form Field**.
- ❖ Click the **Exit** list arrow in the **Run Macro on** section of the dialog box.
- ❖ Click the **MoveToBooks** macro name.
- ❖ Click the **OK** button to return to the document window.
- ❖ Record macros for the form fields listed in the list below. Make sure to save the macros in the **Online Forms Practice Exercise** document.

- Record a macro for the **Yes** bookmark. Name this macro **MoveToYes**.
- Record a macro for the **No** bookmark. Name this macro **MoveToNo**.
- Record a macro for the **Name** bookmark. Name this macro **MoveToName**.

- ❖ Double-click the **Books** form field and have it **Exit** to **MoveToYes**.
- ❖ Double-click the **Yes** form field and have it **Exit** to **MoveToNo**.
- ❖ Double-click the **No** form field and have it **Exit** to the **MoveToName** macro.
- ❖ After all the changes have been made, click the **Protect Form** button on the **Forms** toolbar (see illustration at right).



- ❖ Save the **Online Forms Practice Exercise** as a template.
- ❖ Close the document template.
- ❖ Create a new document using the **General Template Online Forms Practice Exercise**.
- ❖ Fill in each of the Form Fields to check to see if the form works properly.

## Updating Data When Printing a Form

Even after the form has been created, the calculation fields have not been updated. The only way to update the fields in a protected form is to specify that the fields are to be updated when the form is printed. To do this:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Options** from the list of choices.
- ❖ Click the **Print** tab.
- ❖ In the **Printing options** section, click the **Update fields** check box to select that option.
- ❖ Click the **OK** button.
  - Whenever a completed order form is printed, Word will update the fields.
  - This option only has to be set once, not each time the order form is printed.
- ❖ Click the **Print** button on the **Standard** toolbar to print the document.