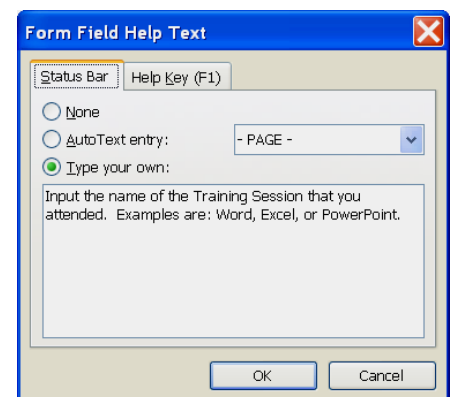
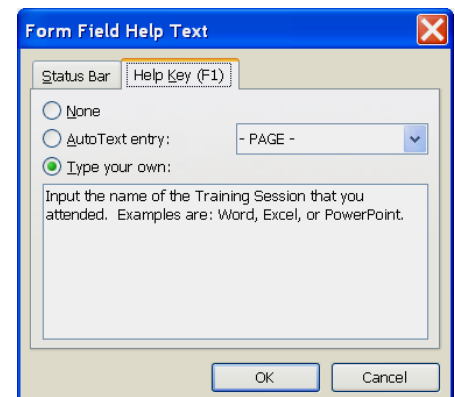
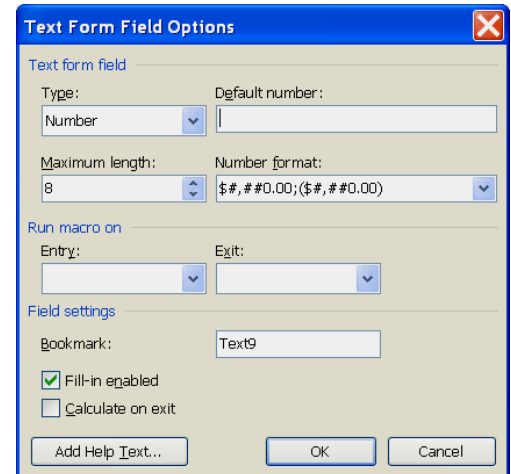


## Inserting Number and Calculated Fields

When number and calculated fields are used, a table must be used to create the form. The cells are counted by column and row, even though all the rows might not have the same number of columns.

- ❖ Click the cell where the **Calculated Field** is to be inserted.
- ❖ Make sure the **Forms** toolbar is displayed. If it is not:
  - Click **View** on the **Menu Bar**.
  - Click **Toolbars** from the list of options.
  - Click the **Forms** toolbar option.
- ❖ Click the **Text Form Field** button on the **Forms** toolbar.
- ❖ The **Text Form Field Options** dialog box will appear (see illustration at right).
- ❖ 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**.
- ❖ Make the following changes in the dialog box:
  - **Type - Number**
  - **Maximum Length - Input a maximum length for the field.**
  - **Number Format - Choose a format for the number from the list that appears.**
- ❖ Click the **OK** button to exit the dialog box.
- ❖ Click the **Add Help Text** button to open the **Form Field Help Text** dialog box.
- ❖ Click the **Help Key (F1)** tab (see illustration at right).
- ❖ Click the **Type your own** option button.
- ❖ In this box input something like: **Input the name of the Training Session that you attended. Examples are: Word, Excel, or PowerPoint.**
- ❖ Click the **Status Bar** tab (see illustration at right).
- ❖ Click in the text box under **Type your own**.
- ❖ When the text box is clicked, the **Type your own** option button is automatically selected.
- ❖ Input the text for this option.
  - When text is inserted into the **Status Bar** area of the dialog box, that text is displayed on the Status Bar of the window when the form has been protected.
  - When the **Help Key** option is selected, the user will be able to see the text that is input on the Status Bar or they may press the **F1** key to obtain help with the item.



- ❖ The **Run Macro on** and **Bookmark** options are used to determine the order in which the Tab moves throughout the form.
- ❖ Click **OK** to exit the **Form Field Help Text** dialog box.
- ❖ Click **OK** again to exit the **Text Form Field Options** dialog box.