

Using the Forms Function of Microsoft Word for Multiple Choice Responses:

What?

Create pop-up menus within Microsoft Word documents that allow students to “fill-in-the-blank” with the click of a mouse.

The end product will look something like this:

1. The capital of Wisconsin is

When you select the arrow indicating the presence of a drop down menu, you will see:

1. The capital of Wisconsin is
 - Janesville
 - Milwaukee
 - Madison
 - Green Bay

After selecting an answer, you will see:

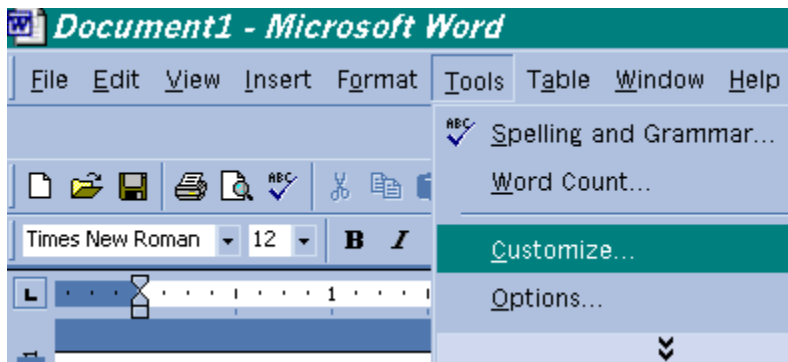
1. The capital of Wisconsin is

Why?

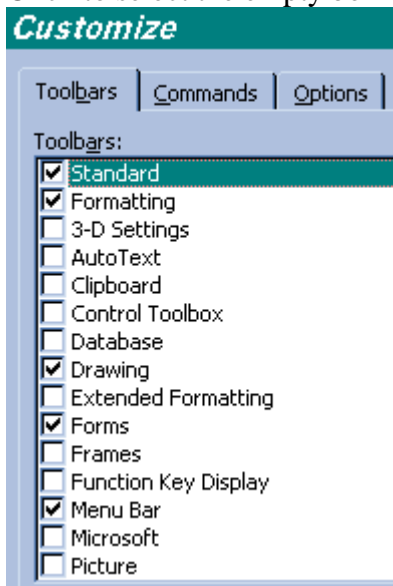
This can be useful for students who struggle with writing (e.g. holding the writing implement, creating legible answers). For these individuals, the added stress of writing may interfere with their ability to concentrate on the worksheet or task at hand.

How?

1. Open Microsoft Word
2. Go to the Tools Menu and select “Customize”




Click to select the empty box next to “Forms”

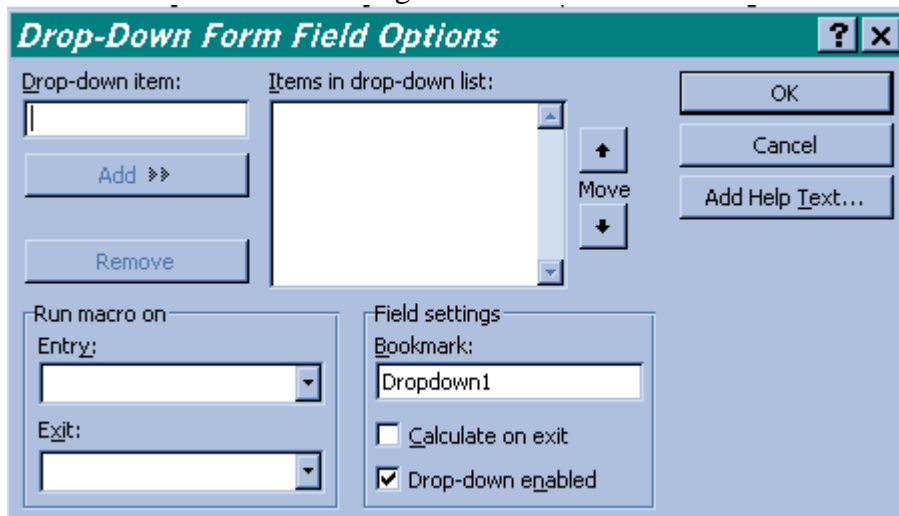


You will now see a toolbar that looks like this:



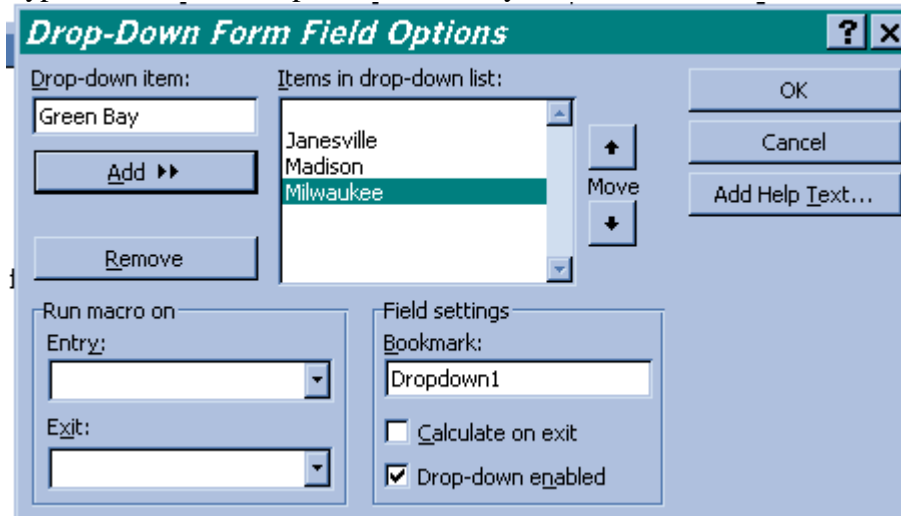
To create your first fill-in-the-blank pop-up menu:


- Type the first statement. Type a _ where the answer choices will go.
- Highlight the _
- Click on the drop-down menu icon: 
- You will see a shaded box that looks like the one in this example:
 - The capital of Wisconsin is
- Double click on the shaded box.
- You will now see the following box:



- Type a space so that no answer will be visible in the shaded space.

- h. Click on “Add”
- i. Type in each answer option followed by “Add”



- j. When you are done typing answer options, click “ok”
- k. Click on the “Protect form” icon that looks like: 
- l. To add more items, click on the “Protect form” icon again to unlock the form.
- m. Move your cursor to the next row and follow the above procedures.
- n. When you are done, go to the “File” menu and select “Save As”
- o. Save the file as a “Document Template”

Credits:

Judi Sweeney was the first person I ever heard speak about this. She also developed a set of directions for this procedure. These were distributed as part of her “Finding the Right TWIN Preconference Workshop at Closing the Gap 2000. At Closing the Gap 2001, Caroline Musselwhite and Deanna Kempka did a demonstration of how to use this feature. This instruction sheet was developed by Julie Maro of aacintervention.com.