



**Microsoft Word 2016**  
**Electronic Forms and Macro Basics**  
**Course Notes**

Sample

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## COURSE OBJECTIVES

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By the end of this course you will be able to

- Correctly create a specified table within a document, without reference to notes.
- Correctly create a document using content and form fields, referring to notes if necessary.
- Correctly insert word fields in a document, referring to notes if necessary.
- Accurately create a macro using the macro recorder, referring to notes if necessary.
- Briefly describe how macro security works.

Sample

# MODULE 1 – FORMS

## OBJECTIVES

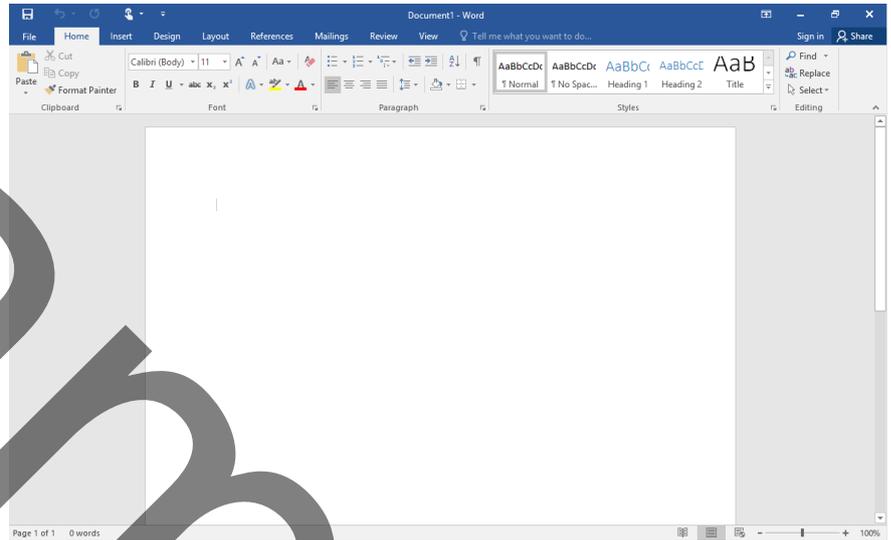
At the end of this section you will be able to:

- Correctly create a specified table within a document, without reference to notes.
- Correctly create a document using content and form fields, referring to notes if necessary.
- Correctly insert word fields in a document, referring to notes if necessary.

## REVISION

Word 2016 is a very powerful word-processor. If you have used it for some time, you will appreciate that it has very many features that take it beyond simple word-processing and very close to desk-top publishing. This course will take you beyond the simple word-processing facilities into the areas that will help make the every-day user into a power user of Word 2016.

It is worthwhile revising some Word 2016 basic features before proceeding on to the other areas.



### Status Bar

The Status Bar is displayed at the bottom of the screen. This shows you the page number and the number of pages in the document, and the word count. Other information can be displayed on the status bar by right-clicking on it and selecting other items.

### The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. The Ribbon modifies how it looks depending upon the screen resolution. Some buttons will appear smaller or bigger, and also with or without text beside the icon.

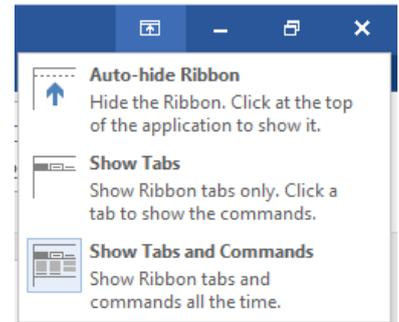
Many groups have additional *Dialog Box Launchers* which are found at the right-hand end of the Group title bar. Click on one of these to launch a more detailed dialog to have extra control in relation to that group's subject. For example the dialog box launcher in the font group gives more font options.



There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can customise the Ribbon and also minimize it to make more space available on your screen.

### *To always keep the Ribbon minimized*

1. Click on the **Ribbon Display Options** button at the right-hand end of the Title Bar, and in the list, click on the **Show Tabs** option. Alternatively, right-click anywhere on the Ribbon and select **Collapse the Ribbon**, or double-click the name of the active tab.
2. To use the Ribbon while it is minimized, click on the tab you want to use, and then click the option or command you want to use.



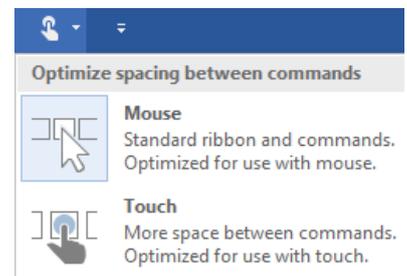
### *To restore the ribbon to permanent display*

Click on the **Ribbon Display Options** button at the right-hand end of the Title Bar, and in the list, click on the **Show Tab and Commands** option. Alternatively, double-click any tab again to restore the Ribbon, or right-click anywhere on the Ribbon and de-select **Collapse the Ribbon** (This will clear the tick next to this option).

### *Turn Touch Mode on or off*

Touch Mode spaces the buttons a little farther apart on the screen, so they're easier to tap if you are using a tablet. You can turn on Touch Mode by tapping the **Touch Mode** button on the Quick Access Toolbar. If you don't see the button or the icon on the Quick Access Toolbar, you can add it as detailed earlier.

To turn Touch Mode off, tap the **Touch Mode** button again. Or tap the **Touch/Mouse Mode** hand icon and tap **Mouse**.



### *Customising the Quick Access Toolbar*

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

The Quick Access Toolbar can be located in one of two places - either in the upper-left corner above the **File tab**, or below the Ribbon.

### *To move the Quick Access Toolbar*

1. Click on the **Customize Quick Access Toolbar** button.
2. In the list, click on **Show Below the Ribbon** or **Show Above the Ribbon** as required. You can add a command to the Quick Access Toolbar directly from commands that are displayed on the Ribbon.

### *To add a command to the Quick Access Toolbar*

1. Click on the **Customize Quick Access Toolbar** button.
2. On the Ribbon, click on the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
3. Right-click on the required command, and select **Add to Quick Access Toolbar** on the shortcut menu.

Notes:

You cannot increase the size of the buttons. The only way to increase the size of the buttons is to lower the screen resolution you use.

You cannot display the Quick Access Toolbar on multiple lines.

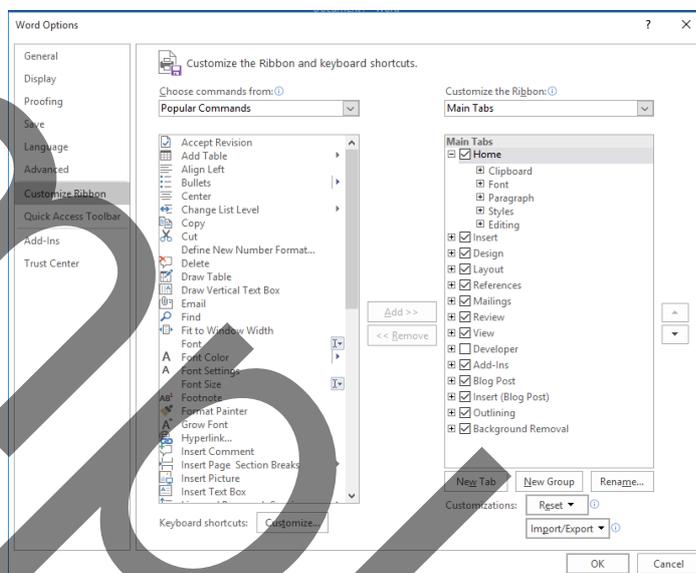
You can also customise the Quick Access Toolbar in a similar way to customising the Ribbon as detailed in the next steps. This customisation can also just apply to a specific document and is set using the top-right drop-down selector in the Options dialog.

## Customising the Ribbon

The Ribbon is customizable also. You can create new tabs and also new groups both on the new tabs and in existing tabs. You can also add new buttons to new groups. You cannot delete any of the built-in tabs, groups or buttons. Buttons can only be added to custom groups, not to existing built-in groups.

### To add a new tab or new group to the Ribbon

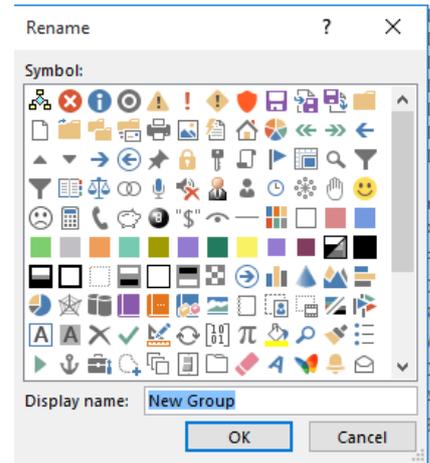
1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. The right-hand pane initially shows the Main tabs and the currently selected Ribbon tab will be expanded in the pane to show the various groups. Click on any of the + signs to expand the display and give more detail. To view the other available tabs that can be customised click on the drop-down selector above the right-hand pane and choose *All Tabs* or *Tool Tabs* as required.
4. Do one or more of the following:
  - To create a new tab, click on the **New Tab** button below the right-hand pane. The new tab will be inserted below the currently selected tab, together with a default empty new group.
  - To create a new group, click on the **New Group** button below the right-hand pane. The new group will be inserted at the end of the existing groups in the currently selected tab.



*Note: To reposition the tab/group click on the tab/group then use the up and down arrows to the right of the right-hand pane to reposition, while the tab/group name is selected.*

### ***To rename a new tab or group***

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. Select the tab or group entry in the right-hand pane.
4. The *Rename* dialog is displayed as shown here. Type a new name in the *Display name* box at the bottom.
5. If you want the button to have an associated icon, choose one by clicking on one from the displayed *Symbol* collection.
6. Finally, click on **OK**.



### ***To add a new button to a group***

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. In the right-hand pane, right-click on the tab and group that will hold the button.
4. In the left-hand pane select the button that you wish to add.
5. Click on the **Add>>** button.

*Note: To reposition the button use the up and down arrows at the side of the right-hand pane while the added button is selected in the right-hand pane.*

### ***To delete a previously created tab, group or button.***

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. In the right-hand pane, click on the tab, group or button to delete.
4. Click on the **<<Remove** button.

### ***To reset ribbon customisations***

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. Click on the reset button below the right-hand pane, and choose **Reset All Customisations** or **Reset Only Selected Ribbon Tab** as required.

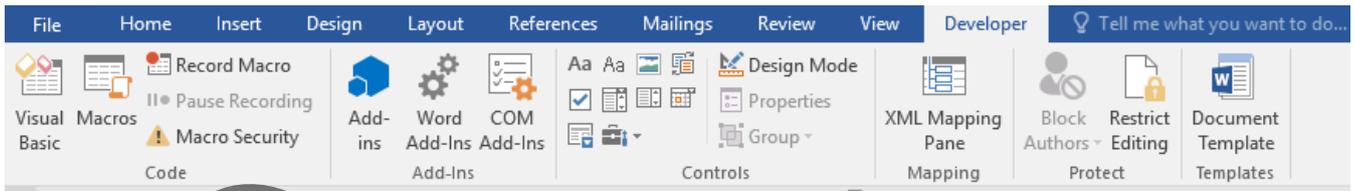
*Note: **Reset Only Selected Ribbon Tab** is only available when you are looking at a built-in tab that has been customised by having new buttons or groups inserted.*

### ***Viewing the Developer Tab***

In order to work with Form controls and macros you need to display the Developer tab in the Ribbon.

1. Right-click anywhere on the Ribbon

2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. In the right-hand pane, tick the box beside the *Developer* entry and then click on **OK**.

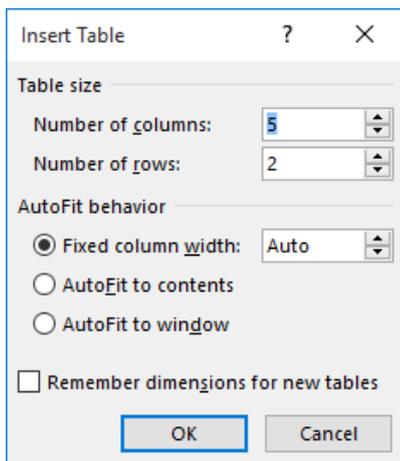


## TABLES

The table feature lets you organise your text into neat rows and columns. Each individual section of a table is called a cell. In addition, you can add shading and lines to emphasise parts of the table, or remove all or some of the lines. Also, the width of the columns and the depth of the rows can be changed for effect. A table is generally used to achieve tabulated style formatting on a page.

### Creating a Table

1. Place the Insertion Point where you want the table in the document.
2. On the **Insert** tab of the Ribbon in the *Tables* group, click on the **Table** button.
3. In the Insert Table drop-down you can point and click on the number of columns and rows that you want in your table e.g on the right here this will create a 4 column by 3 row table.
4. Alternatively, in the drop-down select the **Insert Table**



option to display the *Insert Table* dialog, shown on the left. Select the number of columns required, then select the number of rows required. Decide if you want users to resize columns, or set specific columns widths and then click on **OK**.

### Drawing a Table

With the Draw Table feature, you can easily create a more complex table - for example, one that contains cells of different heights or a varying number of columns per row - similar to the way you use a pen to draw a table.

1. Place the Insertion Point where you want the table in the document.
2. On the **Insert** tab of the Ribbon in the *Tables* group, click on the **Table** button.
3. In the Insert Table drop-down, select the **Draw Table** option.
4. The mouse point will change to a pen tool. To define the outer table boundaries, drag from one corner to the opposite diagonal corner of the table.

