

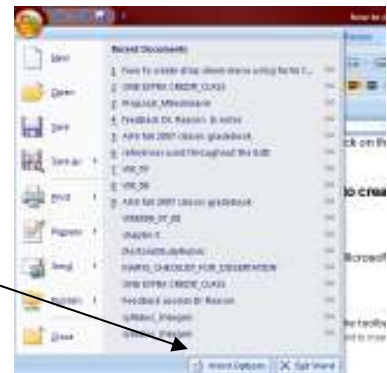
## How to create a drop down menu in using Forms toolbar

1. Go to 'View' at the top of your window and choose 'toolbars'
2. Select 'forms'
3. The toolbar that appears will look similar to the one below and may be in the middle or at the bottom or the top of your page
4. Left click once on the icon circled in red
5. An empty box will appear – left click once with your mouse after the box and hit tab, or space, about four or five times, type "click on the black arrow to select an answer"
6. Next click twice inside the box
7. In the window that appears, click with your mouse in the **drop down item** window and enter number 20, then click 'add,' click inside the window and enter the number 40, then click add again
8. Click **OK**, click **OK** again, then click on the last icon on the tool bar (circled in green)



## How to Locate the Forms Toolbar in Word 2007

1. Click on the Microsoft Office button
2. Click on Word Options at the bottom
3. Select 'Show Developer Tab'
4. Click 'OK' and once the Word document shows,
5. Click on the 'Developer Tab' at the top
6. Continue using the directions below from **Microsoft for Office 2007** (if you make a mistake, it is difficult to erase, click **new** and start over)
7. Type a question and hit the space bar a few times.
8. In the **Controls** group, click the **Drop-Down List** control icon (circled in blue).
9. Click on **Properties**. (circled in red)
10. At the bottom of the window that appears, look for the window below "Drop-Down List Properties" and click **Add**, enter an answer choice in the **Display Name** window, click **OK**, click **add**, enter another question choice, click **OK**, repeat this process until all answer choices are added, then click **OK**
11. Enter another question, repeat steps 8 through 10 to enter answer choices.



12. **Save** the document.
13. Attach it to the **Week 4 Activity** post.
14. Wait for one of your cohorts to submit their quiz and access and take the quiz.
15. Use the **Week 4 Participation** post and share your experiences on creating a quiz in Word and on creating a rubric online.