Creating Multiple Choice Forms with MS Word

With MS Word, you can create multiple-choice forms using a drop-down menu. These forms can be used for quizzes, construction of letter writing for beginning writers, summary of the school day, or choice chart for deciding chores. The form will allow the user to Tab through the fields and make a selection using a drop down menu. When you print the form up, the gray shaded choices are not printed. On the drop down menu, you can have two choices or many more. This is an excellent activity for emerging readers. Make the sentences simple and the choices from their sight word vocabulary.

Here are the directions…

1. Open up MS Word and on the toolbar, select View, Toolbars, and click on Forms toolbar. The forms toolbar will appear on your document.

2. On your document, type what you would like and when you come to the space that you want the multiple choices to occur go up to the Forms toolbar.

3. The first three buttons on the toolbar are the different types of forms that are possible. The third button is for multiple choice. Click on the third button.

4. A shaded rectangle will appear on your document. To type in the choices you want your student to choose from, click on the fourth button on the Forms toolbar. This button is the Form Field Options. A dialog box will appear.
5. In the dialog box, in the left top area under “drop down item”, type your first choice, then click on add. Repeat this step until you have added all of your choices. When you are finished, click OK.

6. After you have finished the form, click on the padlock button (the last button on the Form toolbar). This will lock the form. You will then be able to see your choices in a pull-down menu and the student will not be able to make changes. If you want to make additional changes, you will need to unlock the form.

7. Be sure that the “shaded a” (the eighth button) is on. When this is selected, it shades text fields so that the student can see them. The shading does not print out.

Finally – protecting the whole document:

![Screenshot of Word interface](image)

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