

# GC LSDA Project

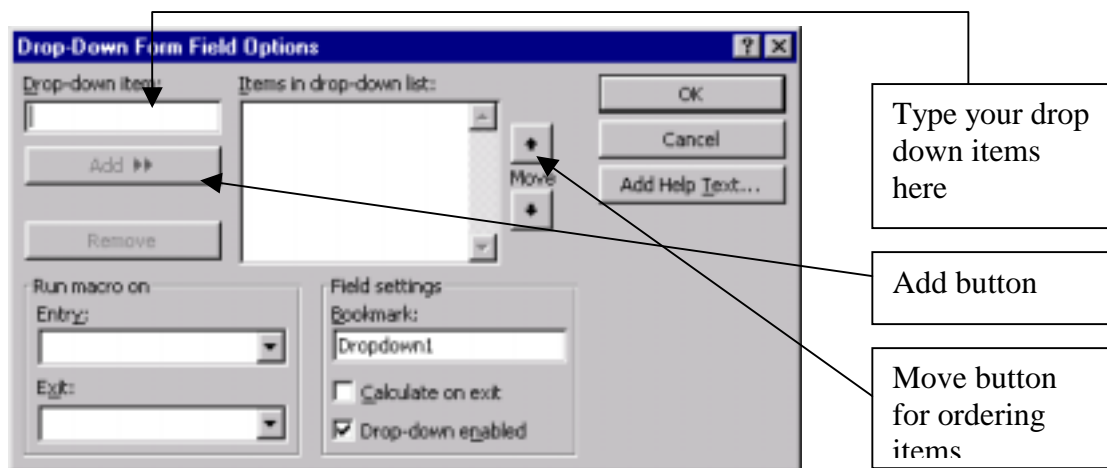
## Using Drop Down boxes in Word

A drop down list can be added into a quiz type document to let students choose answers from a restricted range of choices.

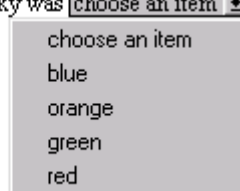
1. Open a previously created quiz or question document and go to the place where the drop down box is to appear.
2. Choose **View** from the main menu bar, then **Toolbars** then **Forms**
3. Select the **Drop Down List** icon (as illustrated below)



4. Word inserts a grey box, which you should right click on and then choose **Properties**. The following dialogue box appears.



5. The items that can be chosen from the drop down list should be typed into the Drop down item box (Hint: Put a blank space before and after the item to improve readability). Then choose **Add** after typing.
6. You might include in your drop down list an instruction like “Choose an item” and move it with the arrow keys to the top of the list of items.
7. The greyed box will not become a real drop down until you select the **Protect** icon from the forms list (see the first illustration above). This protects the box from alterations, so if the box needs adjustments, unprotect it again by clicking on the protect icon.
8. The resulting drop down box will look like the following  
the colour of the sky was choose an item ▼



**Note: you will not be able to change any part of the document once the protect icon has been chosen. Deselect it to be able to edit your document.**