





Registration Form Exercise – Read all instructions, before beginning

Objectives/MS Word skills learned – Create a document – Enter and Format Text Insert and Format a Table – Insert and Format Symbols. Using Borders and Shading – Header and Footer – Insert and automatically update the Date.

1. Open Word and create a new blank document.
2. Press Enter 2 times.
3. Save as > "Registration Form".
4. Insert > Table > Choose a 3x8 Table.
5. Select entire table > Right Click > Insert > Rows Below. Repeat this step.
6. Select First Row > Right Click > Merge Cells > Type "Registration Information" > Change to 36 Font, Bold, Left Alignment
7. Skip 1 Row.
8. Type information in cells as shown in next 3 cells: "By Phone, 1-800-555-0100" ... > Change Headings to size 16, Bold, Center Alignment as shown. (**See KEY Below**)
9. Skip 1 Row.
10. Insert > Symbols > More Symbols > In font window scroll down fonts until you see "Wingdings" > Insert    in each cell as shown in **KEY** and change size to 48 > Center Align .
11. Skip 2 Rows.
12. Select entire row > Right Click > Merge Cells > Insert > Symbols > More Symbols > Insert  as shown in **KEY**, size 16, Bold, Left Alignment
13. After scissors > type hyphens (-) to the end of the line as shown.
14. Save again.
15. In next row type "Please Print" as shown in **KEY**.
16. Skip 1 Row.
17. Type information in next rows/cells as shown: Name, Address, etc., size 16 font, left alignment. Add rows if necessary.
18. Select entire table (move pointer to top left of table, click on cross)

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19. Go to Home > Paragraph Group > Borders down arrow > click to open menu > Click No Border and all lines should disappear.
20. Place pointer outside left border next to Name > Click to select row > in Borders menu choose Bottom Border.
21. Repeat Step 17 for all other rows below (**see KEY below**), Company, Mailing Address, City, ST, Zip, Telephone, and Email Address.
22. Save again.
23. Place pointer outside left border next to "Registration Form" > Click to select row > Click down arrow next to Borders Tool > Borders and Shading > Borders Tab > Style "Solid" > Width "3 pt" > In Preview window on Right > Click "Bottom Border" button to see a Preview then Click OK.
24. Place pointer outside left border next to "Registration Form" > Click to select row > Right Click > Borders and Shading > Shading Tab > Fill -"Light Grey" > Style - "LT Trellis" > Click OK.
25. Click on down arrow above Insert tab > Click on Print Preview and Print > "Magnifying Glass" will appear > Click on it to Preview the document. Press Back Arrow at top left of screen to return to the document.
26. Change Spacing as necessary to center your form vertically on the page.
27. Insert > Footer > Blank
28. In left text box > Insert Date > Click Adjust Automatically box > Press Tab key > Type your name > Press Tab key > type Registration Form
29. Save > Print Preview > Proofread and Revise as necessary > Save again.

Registration Information

By Phone

1-800-555-0100



By Mail

Creative Seminars
P.O. Box 3800
Boise, ID 83702-0100



By Fax

1-208-555-0121



Please Print

Name: _____

Title: _____

Mailing Address: _____

Company: _____

City, ST Zip: _____

Telephone: _____

Ext.: _____

Email Address: _____