



## Creating E-Forms with Microsoft Word, Excel 2010 / 2007 and Adobe Acrobat 9 Course Overview

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**Course Duration:**

7 Hours / 1 Day

**1 Creating E-Forms in Microsoft Word 2007**

- Understanding Forms
- Designing the Form
- Saving the Form as a Template
- Word 2007 or Legacy Fields?
- Displaying the Developer Tab
- Creating a Form with Content Controls
- Creating a Form with Legacy Form Fields
- Protecting a Form
- Filling Out a Form
- Saving Only the Form Data
- Printing Only the Form Data
- Tips for Creating Printed Forms

**2 Creating E-Forms in Microsoft Excel 2007**

- User Interaction Methods
- Creating a Userform
- Calling and Hiding a Userform
- Programming the Userform
- Programming Controls
- Using Basic Form Controls
- Verifying Field Entry

- Illegal Window Closing
  - Getting a Filename
- 3 Creating E-Forms in Acrobat 9**
- About Adobe PDF forms
  - Using Acrobat vs. LiveCycle Designer
  - Form elements in Acrobat
  - To create a form field in Acrobat
  - Setting Acrobat form field properties
  - About the Create New Forms wizard