

Making worksheets and workbooks for pupils (MS Word 2003)

This format allows the pupil to answer questions by keying-in responses on the worksheet rather than handwriting them, but will not allow the pupil to change any of the original document.

1. Key in the questions.
2. Under the **Tools** tab > **Protect Document** > **2. Editing Restrictions**

Click check box Allow only this type of editing in the document.

Box below should read - **No changes (Read only)**

3. Place a text box underneath the first question making sure it will be large enough for the pupil to write the answer. Click an edge to highlight the box.

4. Under **Exceptions (optional)** > **Groups:**

click on the check box **Everyone.**

This will allow pupils to write in the text box.

5. You can insert a textbox followed by clicking the check box each time

OR

To save time, draw one text box, click the check box so that it is highlighted and press CTRL + D (duplicate) – drag the textbox to where you wish and alter the size to suit .

Continue until all the boxes are in place.

6. Go to **3. Start Enforcement** and click the box:

Yes, Start Enforcing Protection.

A box asking for a password will appear – it is not necessary to add one for protection to work. Click OK.

Now the text and boxes can not be moved or deleted but you can edit within the boxes.

7. If at anytime you want to change any of the original document protection go to **Tools** > **Protect Document** > Scroll down click **Stop Protection**

You can then make alterations to the original document. When finished

click and OK when the password box comes up.

