

## Making worksheets and workbooks for pupils (MS Word 2007)

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

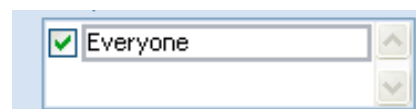
1. Key in the questions.
2. Under the Review tab > Protect Document > Restrict Formatting and Editing > 2. Editing Restrictions

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



The box below should read - No changes (Read only)

3. Place a text box underneath the first question making sure it will be large enough to hold the answer. Highlight the box.
4. Under the 'Restrict Formatting and Editing' go to: 2. Editing Restrictions > Exceptions > click on the check box  Everyone.



This will allow text to be added to the text box.

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

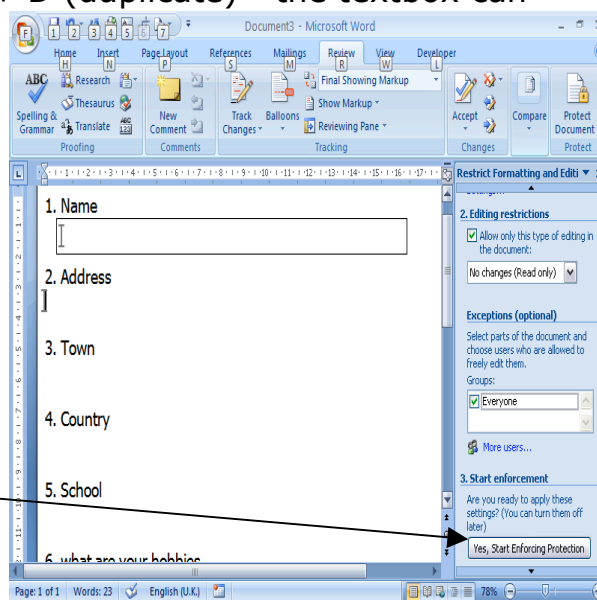
### OR

A good shortcut would be to draw one text box, click the check box so that it is ready for text, highlight it and press CTRL + D (duplicate) - the textbox can now be placed where you wish and you can also alter the size of the box at this stage.

Continue this until all the boxes are in place.

6. Under 'Restrict Formatting and Editing' > go to:  
3. Start Enforcing and you can click the box:

Yes, Start Enforcing Protection.



A box asking for a password will appear - it is up to you but not necessary. Click OK.

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

If at anytime you want to change any of the original document go back through the review tab and click Protect Document > Restrict Formatting and Editing. On the right hand side under Your Permissions click

Stop Protection

This will allow you to make your alterations to the original document.

To finish - click

Yes Start Enforcing Protection

and OK when the password box comes up.

