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need to start by enabling the developer tab by clicking on the “File” drop-down menu and then choose “Options.”. Open the “Customize Ribbon” tab and select the “Main Tabs” option under “Customize the Ribbon.”. Now you will need to select the “Developer” box and press “OK.”.

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How to Create Fillable Forms with Microsoft Word

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How to create and use custom forms in Word | PCWorld

Create a Fillable Form in Microsoft Word
Step 1: Enable the Developer Tab Head off to the File tab and click on Options. That will open the Word options window.

How to Make a Fillable Form in Microsoft Word

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To create a form like the one shown, start by creating a template for your form and putting data-entry controls — the combo boxes, drop-down lists, and date pickers — in the form. To fill out a form, you create a document from the form template and go to it. These pages explain how to create a form and use forms to record information.

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May 04, 2016 Edited on July 28, 2020

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How to Create Fillable Forms in Microsoft Word

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