

In student's electronic file, please check for the following items:

1. Insert 6 plain text controls and 1 Date Picker
2. Insert 1 drop-down list and 8 check boxes
3. Insert 3 Legacy Tools and text form fields
4. Protect the document

Aspen Falls City Hall
500 S Aspen Street
Aspen Falls, CA 93463
(805) 555-1000
www.aspenfalls.org

2012 Customer Satisfaction Survey

Directions: Thank you for your recent visit to the Aspen Falls City Hall. In an effort to improve our customer service to the Aspen Falls residents, we would appreciate just a few minutes of your time to complete the survey.

Name: Click here to enter text.

Street: Click here to enter text.

City: Click here to enter text.

State: CA

Zip: Click here to enter text.

Telephone: Click here to enter text.

Date of visit: 3/19/2012 ←

1. Change date properties to M/d/yyyy
2. Store macro, assign to keyboard and QAT
3. Have macro insert date, time, and space

Department visited: Choose an item.

Nature of visit:

Please request the Planning Commission member(s) you wish to call you:

- | | |
|---|--|
| <input type="checkbox"/> Richie Bona | <input type="checkbox"/> Jung Ortolano |
| <input type="checkbox"/> Hisako Lavoy | <input type="checkbox"/> Jerrold Calhaun |
| <input type="checkbox"/> Octavio Coogan | <input type="checkbox"/> Gwyneth Rondeau |
| <input type="checkbox"/> Barton Bierschbach | <input type="checkbox"/> Tammi Markewich |

Comments:

1. Save as a Word Macro-Enabled Document
2. Display security warning upon opening
3. Customize the Ribbon with tab and commands
4. Display separator and 4 buttons in QAT

