



**TAOS PUEBLO EDUCATION & TRAINING DIVISION**  
 Phone: 575-758-5990 - Fax: 575-758-5140



**TAOS PUEBLO**  
**EDUCATION DIVISION AND TRAINING**  
 PO Box # 1846  
 TAOS, NM 87571



## 15<sup>th</sup> Annual Career Fair Participants' Survey

Thank you for taking the time to complete this survey!

**I am a:**

- College Student                       High School Student                       Community Member  
 Vocational Training Student             Middle School Student                       Other (Tribal Employee, Visitor,...)

Questionnaire	Poor	Fair	Good	Excellent	N/A
Interactions between booth participants and students were...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The booths overall were...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The <u>registration</u> process was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The information received at the Career Fair was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The overall quality of the Career Fair was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The amount of information	Poor	Fair	Good	Excellent	N/A
Information about College opportunities was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about Vocational (Job) Training opportunities was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about Job opportunities in the area was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>My educational needs</u> were covered (Write below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments/Suggestions** (Write on back side if needed:)

# CREATING PROFESSIONAL FORMS

## USING MICROSOFT WORD 2010 & 2013

Basics for Publishing Registration Forms, Surveys and Other Forms

## MANUAL (DRAFT)

**TAOS PUEBLO EDUCATION DIVISION AND TRAINING**  
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**SAMPLE SURVEY:**



**TAOS PUEBLO**  
 Education Division and Training

**15<sup>th</sup> Annual Career Fair Vendors' Survey**

**We Are:**

- SUIT Permanent Fund Department
- Growth Fund Business/Department
- Business
- College/University
- Vocational Training Institution
- Government
- Service Organization
- Non-Profit
- Military
- Other: \_\_\_\_\_

Questionnaire	Poor	Fair	Good	Excellent	N/A
The <u>Career Fair Advertisement</u> was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layout and placement of institutions and businesses was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interactions between booth participants and students were...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The <u>Booth Participant Registration</u> process was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, the <u>student attendance</u> was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, the <u>community attendance</u> was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, the food provided was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The overall quality of the Career Fair was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16 <sup>th</sup> Annual Career Fair on Thursday, April 13, 2017 (next year)	Yes	No	N/A
I would like to be contacted for the next Career Fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

If you didn't provide your information during the registration process, please write the information here:

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

E-MAIL ADDRESS:

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ Phone: \_\_\_\_\_



## Introduction:

Microsoft Word is desktop publishing software to design and produce professional documents allowing you to combine text, graphics, illustrations, and photographs. You will learn how to create a publication in Microsoft Word and explore the various elements to create a polished publication.

Using Microsoft Word you're able to create variety of publications such as: Documents, Registration Forms, Surveys, and Envelopes.

Microsoft Word offers a wide variety of templates, including preset designs that control the layout and formatting of the publication. However, we will create our own document form.

## How to open a Publisher Document

- 1) Go to the START Menu
- 2) Select ALL PROGRAMS
- 3) Select MICROSOFT OFFICE 2013
- 4) Select WORD 2013 (See Figure 1)
- 5) Open it (See Figure 2)

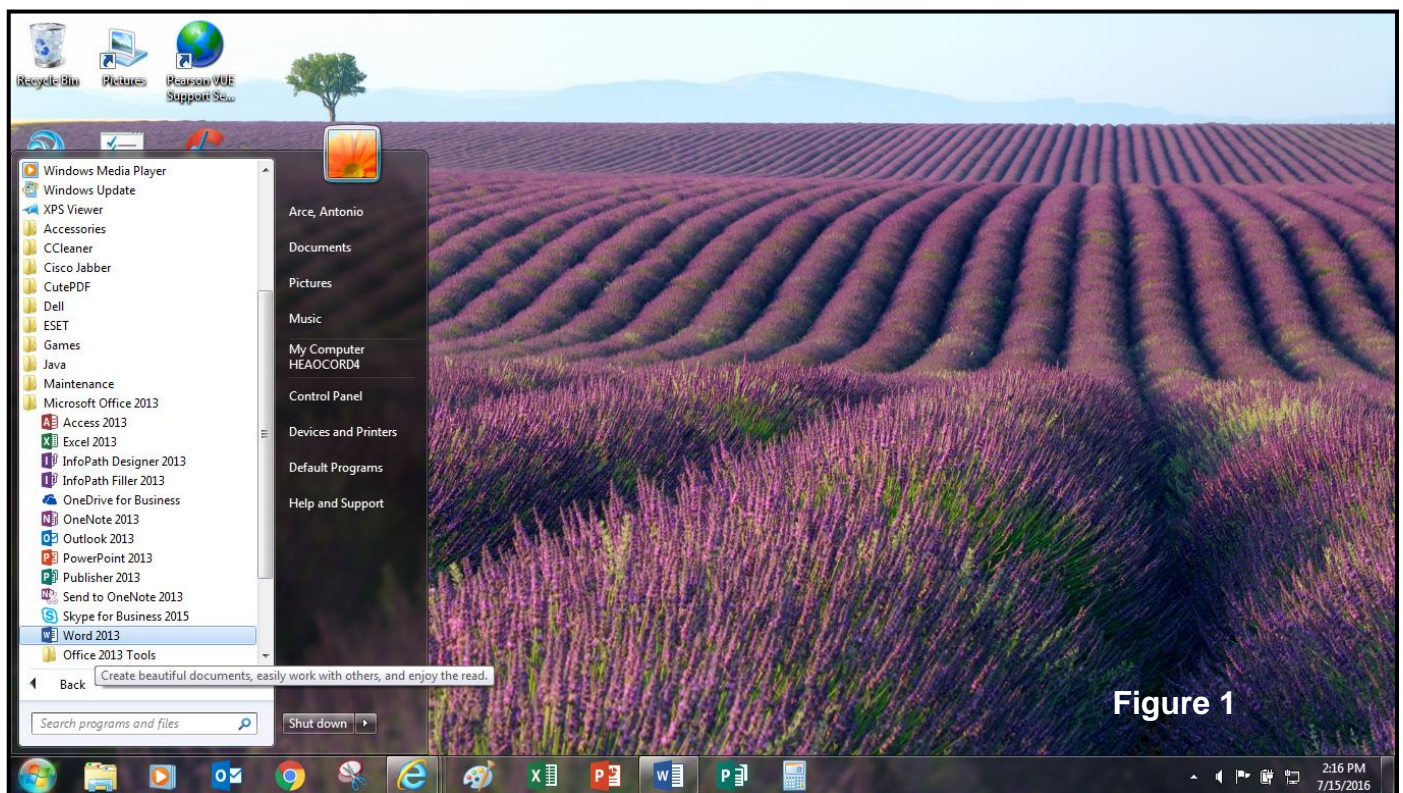
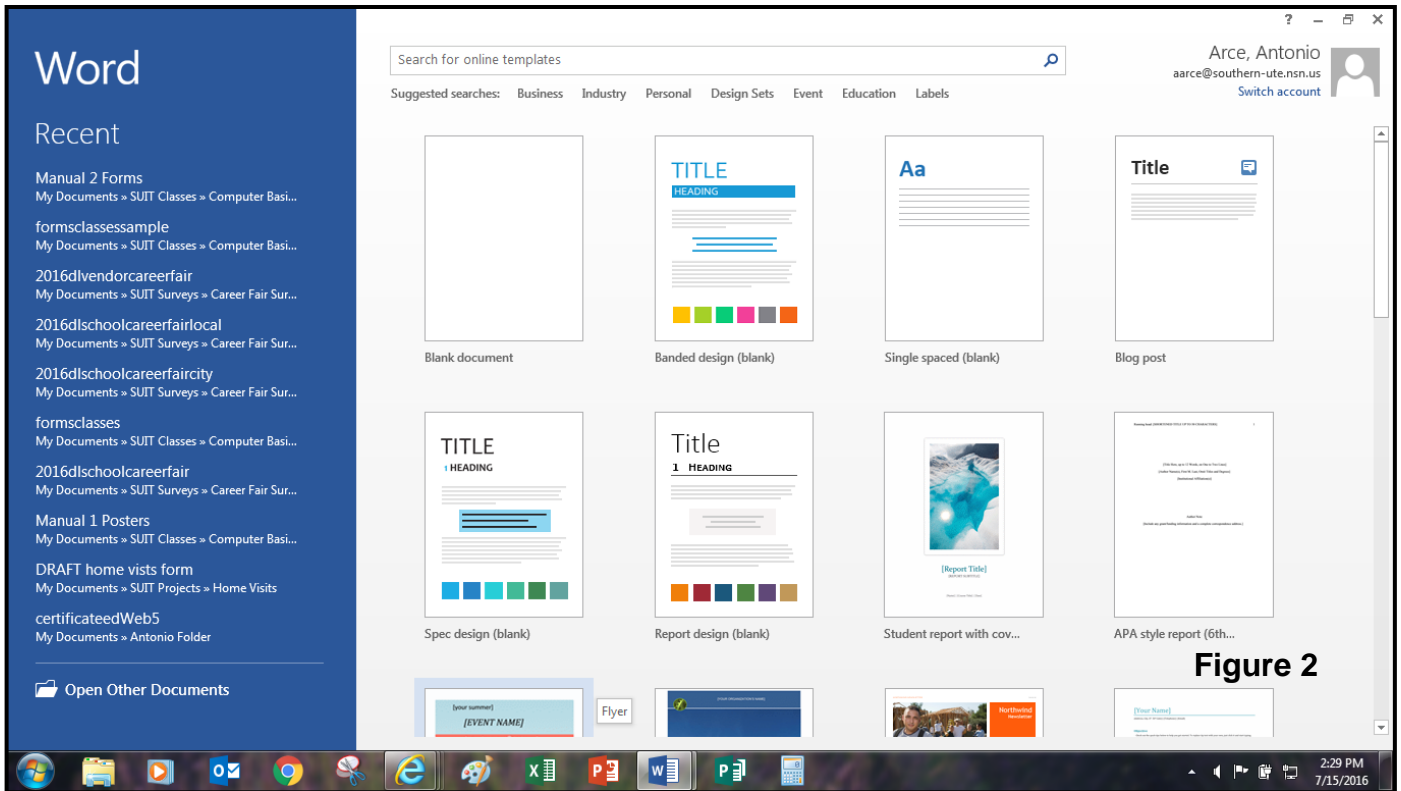
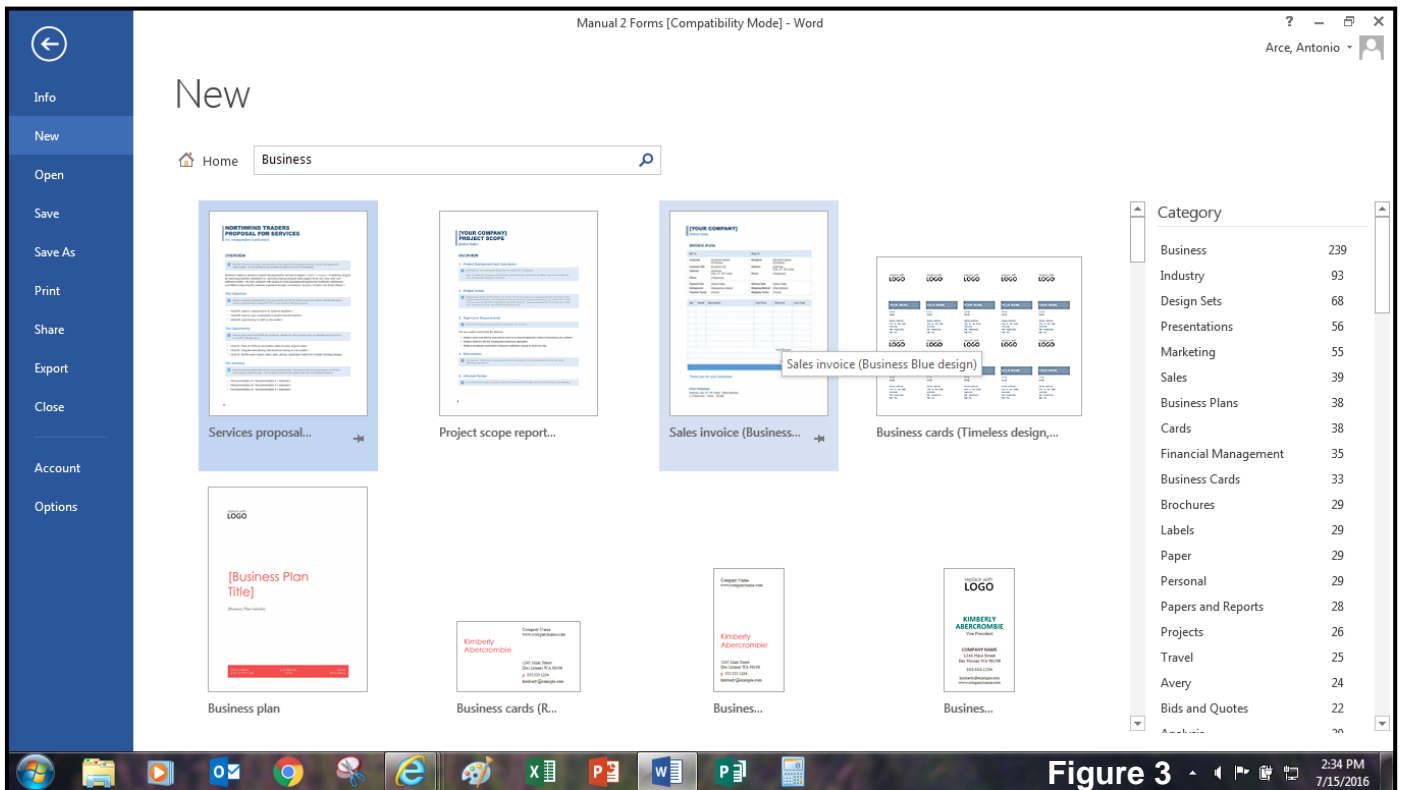


Figure 1

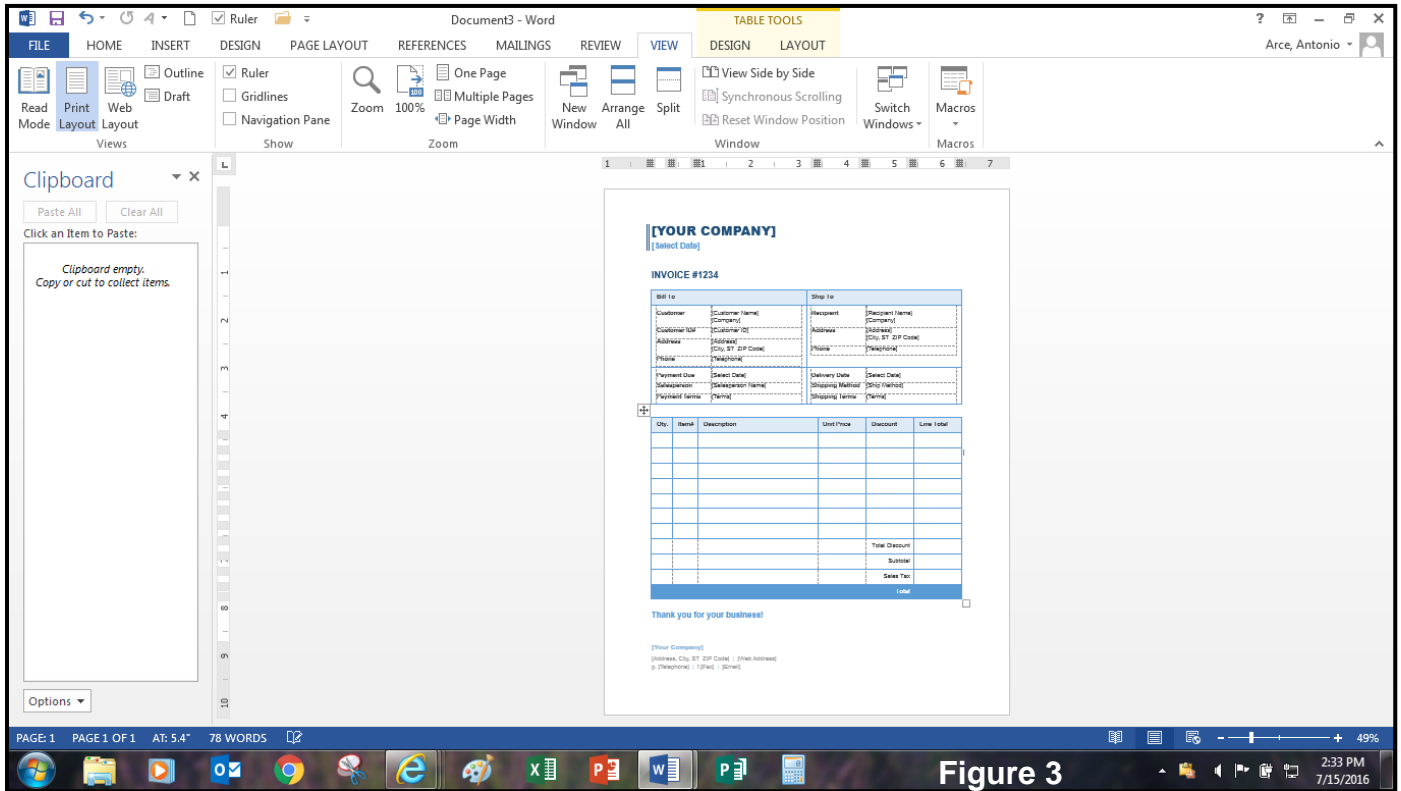


6) Search for “Business” and Select “Sales Invoice” (Figure 3 and 4)



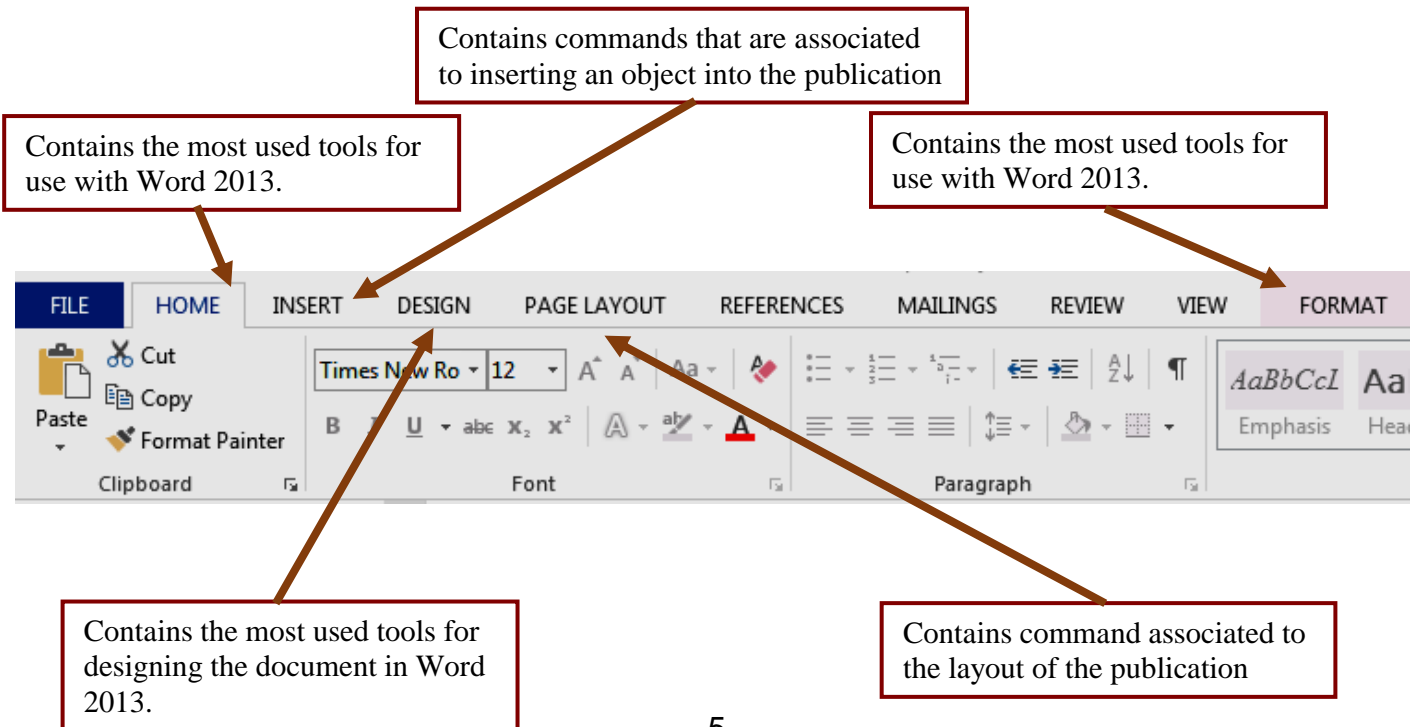


**Using a Template:**



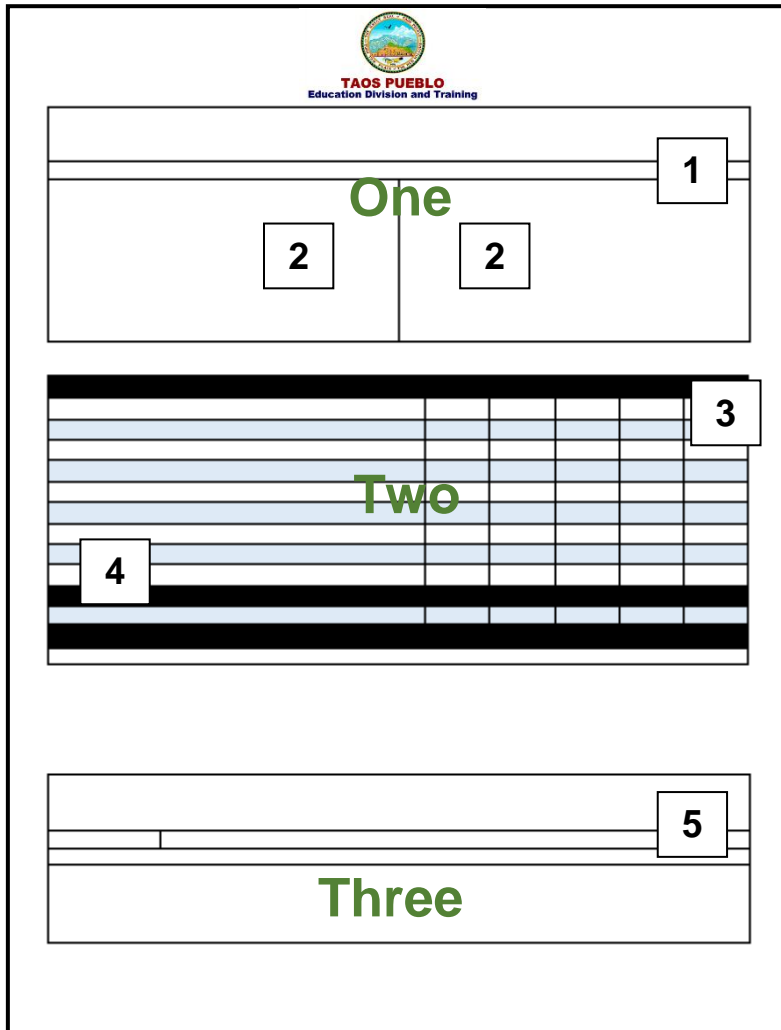
**Figure 3**

**MICROSOFT WORD TOOLBAR 2013:**





**CREATING A FORM: Draw on a paper your design first.**



**SUMMARY OF THE PROCESS:**

**Creating a Form using "Tables"**

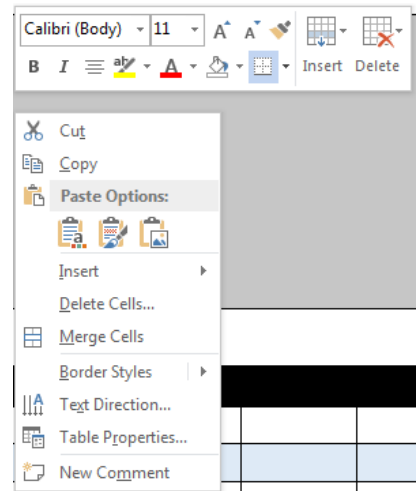
1. Go to "Insert" (Table One)
  - a. Select Table
  - b. Select "2X3 Table"



Table

Tables


- c. Go to Row 1, right click mouse

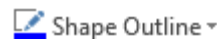


- d. Select "Merge Cells"
- e. Repeat operation in Row 2

2. "Distribute Columns Evenly"
  - a. As general rule, select the row
  - b. Right click your mouse
  - c. Select "Distribute Rows Evenly" or "Distribute Columns Evenly"

3. Go to "Insert" (Table Two)
  - a. Select Table
  - b. Select "6X14 Table"
  - c. Selecting 5 Columns on the left, "Distribute Columns Evenly"

4. Coloring Rows:
  - a. Select the Row to Color
  - b. Go to "Format"
  - c. Select "Shape Fill"
  - d. Select Color (RGB 0, 0, 0, black and 222, 234, 246)

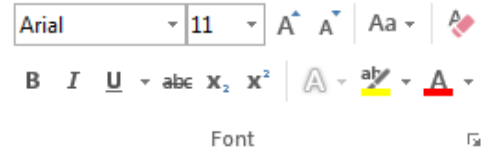


5. Create a Table following the process learned 4 Rows, 1 Column (Table Three)
  - a. Select Row 2, and Split the Row in Two Columns



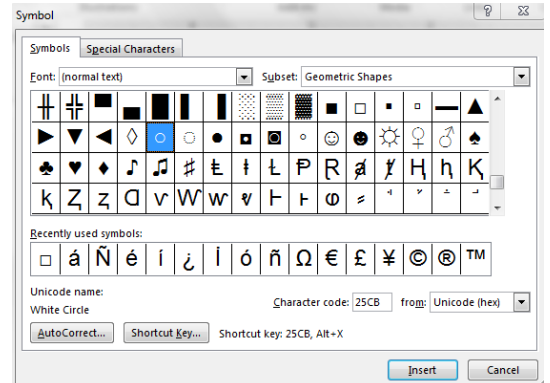
**Adding Text to the Sample Form:**

6. In Table One, Go to “Home” (Table One)
  - a. In Row 1 Type Tittle
  - b. Select Text Style “Arial”
  - b. Select Text Size “18”



- c. Select Font Color
- d. Repeat process in Row 2

7. In Row 3, Column 1
  - a. Go to “Insert”
  - b. Go to “Symbols”
  - c. Select “Character Code 25CB”



- e. “Character Code 25CB” Size is 14
- d. Type the information (Size is 11)
- d. “Copy” and “Paste” information
- c. Repeat the Process (Text Change)

**Adding “Rubrics”:**

8. Go to **Table Two**
  - a. Select Row 1, Column 1
  - b. Type “Questionnaire” (Text Type Calibri, Size 11, Bold) and Color Font
  - c. Select Row 1, Column 2, 3, 4, 5, and 6
  - d. Type the Rubrics in each Column: “Poor, Fair, Good, Excellent, N/A”
  - e. Color Font in Row 1, Column 2, 3, 4, 5, and 6
  - f. Select Color & Weight
9. Repeat Process in Column 1, Rows 2-12. (Text Type Calibri, Size 11)
  - a. If needed, “Underline” important information in each row
  - b. Question must fit in one row one line. If different the format will be lost
  - c. Select Row 14 and “Merge” Cells
10. Repeat Step 7, adding “Character Code 25CB” to each cell





**15<sup>th</sup> Annual Career Fair Vendors' Survey** 13

**We Are:**

<input type="radio"/> SUIT Permanent Fund Department	<input type="radio"/> Government
<input type="radio"/> Growth Fund Business/Department	<input type="radio"/> Service Organization
<input type="radio"/> Business	<input type="radio"/> Non-Profit
<input type="radio"/> College/University	<input type="radio"/> Military
<input type="radio"/> Vocational Training Institution	<input type="radio"/> Other: _____

The golden mean accurately expressed by the longitudes of three major monuments.

Questionnaire	Poor	Fair	Good	Excellent	N/A
The Career Fair Advertisement was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layout and placement of institutions and businesses was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interactions between booth participants and students were...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Booth Participant Registration process was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, the student attendance was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, the community attendance was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, the food provided was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The overall quality of the Career Fair was...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**16<sup>th</sup> Annual Career Fair on Thursday, April 13, 2017 (next year)**

	Yes	No	N/A
I would like to be contacted for the next Career Fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions: 13

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If you didn't provide your information during the registration process, please write the information here:

LAST NAME: 12 FIRST NAME: \_\_\_\_\_ MI. 11

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

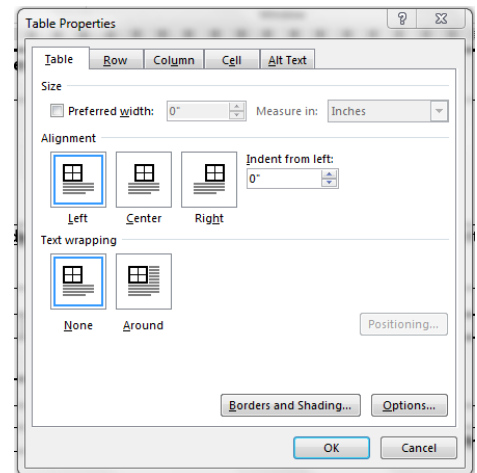
ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ Phone: \_\_\_\_\_

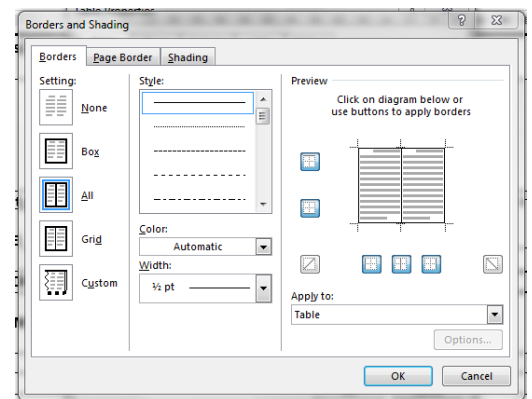
13

**Adding More Text and "Sub-Tables":**

11. Go to **Table Three**
  - a. Select Row 2 Colum 2
  - b. Go to *Insert*
  - c. Select 1 Row, 31 Columns
12. Select the **1 Row, 31 Columns Table**
  - a. Right Click mouse
  - b. Select *"Table Properties"*
  - c. Alignment should be *"Left"*



- d. Select *"Borders and Shading" "All"*



13. Select **Table One**

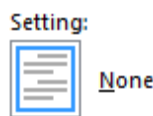
**15<sup>th</sup> Annual Career Fair Vendors' Survey**

**We Are:**

<input type="radio"/> SUIT Permanent Fund Department	<input type="radio"/> Government
<input type="radio"/> Growth Fund Business/Department	<input type="radio"/> Service Organization
<input type="radio"/> Business	<input type="radio"/> Non-Profit
<input type="radio"/> College/University	<input type="radio"/> Military
<input type="radio"/> Vocational Training Institution	<input type="radio"/> Other: _____

The golden mean accurately expressed by the longitudes of three major monuments.

- a. Right Click mouse
- b. Select *"Table Properties"*
- c. Select *"Borders and Shadings"*
- d. *In Settings:* Select *"None"*
- e. Repeat the process in Table Two, and Three.





## **How To Write A Good Survey**

Words are often used in different ways by different people; your goal is to write questions that each person will interpret in the same way. A good question should be short and straightforward. A questionnaire should not be too long, use plain English and the question shouldn't be difficult to answer. Only through careful writing, editing, review, and rewriting can you make a good questionnaire. The following provides you with guidelines for conducting your surveys:

### **Write a short questionnaire**

Above all, your questionnaire should be as short as possible. When drafting your questionnaire, make a mental distinction between what is essential to know, what would be useful to know and what would be unnecessary. Retain the former, keep the useful to a minimum and discard the rest. If the question is not important

### **Use simple words**

Survey recipients may have a variety of backgrounds so use simple language. For example, "What is the frequency of your automotive travel to your parents' residents in the last 30 days?" is better understood as, "About how many times in the last 30 days have you driven to your parent's home?"

### **Assure a common understanding**

Write questions that everyone will understand in the same way. Don't assume that everyone has the same understanding of the facts or a common basis of knowledge. Identify even commonly used abbreviations to be certain that everyone understands.

### **Start with interesting questions**

Start the survey with questions that are likely to sound interesting and attract the respondents' attention. Save the questions that might be difficult or threatening for later. Voicing questions in the third person can be less threatening than questions voiced in the second question. For example, ask: "*How do your colleagues feel about management?*" rather than "*How do you feel about management?*"



### **Don't write leading questions**

Leading questions demand a specific response. For example: the question "Which day of the month is best for the newly established company-wide monthly meeting?" leads respondents to pick a date without first determining if they even

### **Avoid double negatives**

Respondents can easily be confused deciphering the meaning of a question that uses two negative words.

### **Balance rating scales**

When the question requires respondents to use a rating scale, mediate the scale so that there is room for both extremes.

### **Don't make the list of choices too long**

If the list of answer categories is long and unfamiliar, it is difficult for respondents to evaluate all of them. Keep the list of choices short.

### **Avoid difficult concepts**

Some questions involve concepts that are difficult for many people to understand.

### **Avoid difficult recall questions**

People's memories are increasingly unreliable as you ask them to recall events farther and farther back in time. You will get far more accurate information from people if you ask, "About how many times in the last month have you gone out and seen a movie in a movie theater or drive-in?" rather than, "About how many times last year did you go out and see a movie in a movie theater or drive-in?"

### **Use Closed-ended questions rather than Open-ended ones**

Most questionnaires rely on questions with a fixed number of response categories from which respondents select their answers. These are useful because the respondents know clearly the purpose of the question and are limited to a set of choices where one answer is right for them.

An open-ended question is a written response. For example: "If you do not want a company picnic, please explain why". If there are an excessive number of



written response questions, it reduces the quality and attention the respondents give to the answers.

However, InfoPoll allows you to use a wide variety of other types of questions.

### **Put your questions in a logic order**

The issues raised in one question can influence how people think about subsequent questions. It is good to ask a general question and then ask more specific questions. For example, you should avoid asking a series of questions about a free banking service and then question about the most important factors in selecting a bank.

### **Pre-test your survey**

It is better to identify a problem during the pretest than after you have published the survey. Before sending a survey to a target audience, send it out as a test to a small number of people. After they have completed the survey, brainstorm with them to see if they had problems answering any questions. It would help if they explained what the question meant to them and whether it was valid to the questionnaire or not.

### **Naming your survey**

Some people discard an electronic message based entirely on its subject or sender. You should consider other titles that will pique the interest of the recipients. Here are examples of survey names that might be successful in getting attention:

- Memo From the Chief Executive Officer
- Evaluation of Services of the Benefits Office
- Your Opinion About Financial Services
- Free T-shirt
- Win a Trip to Paris
- Please Respond By Friday
- Free Subscription
- Win a notebook computer

### **Cover memo or introduction**

Once a recipient opens your survey, you may still need to motivate him or her to complete it. The cover memo or introduction offers an excellent place to provide



the motivation. A good cover memo or introduction should be short and includes:

- Purpose of the survey
- Why it is important to hear from the correspondent
- What may be done with the results and what possible impacts may occur with the results.
- Address identification
- Person to contact for questions about the survey.
- Due date for response

**Source:** Info Poll Website



**Common Rating Scales to Use when Writing Questions**

<b>Acceptability</b>	Not at all acceptable, Slightly acceptable, Moderately acceptable, Very acceptable, Completely acceptable
<b>Agreement</b>	Completely disagree, Disagree, Somewhat disagree, Neither agree nor disagree, Somewhat agree, Agree, Completely agree
<b>Appropriateness</b>	Absolutely inappropriate, Inappropriate, Slightly inappropriate, Neutral, Slightly appropriate, Appropriate, Absolutely appropriate
<b>Awareness</b>	Not at all aware, Slightly aware, Moderately aware, Very aware, Extremely aware
<b>Beliefs</b>	Not at all true of what I believe, Slightly true of what I believe, Moderately true of what I believe, Very true of what I believe, Completely true of what I believe
<b>Concern</b>	Not at all concerned, Slightly concerned, Moderately concerned, Very concerned, Extremely concerned
<b>Familiarity</b>	Not at all familiar, Slightly familiar, Moderately familiar, Very familiar, Extremely familiar
<b>Frequency</b>	Never, Rarely, Sometimes, Often, Always
<b>Importance</b>	Not at all important, Slightly important, Moderately important, Very important, Extremely important
<b>Influence</b>	Not at all influential, Slightly influential, Moderately influential, Very influential, Extremely influential
<b>Likelihood</b>	Not at all likely, Slightly likely, Moderately likely, Very likely, Completely likely
<b>Priority</b>	Not a priority, Low priority, Medium priority, High priority, Essential
<b>Probability</b>	Not at all probable, Slightly probable, Moderately probable, Very probable, Completely probable
<b>Quality</b>	Very poor, Poor, Fair, Good, Excellent
<b>Reflect Me</b>	Not at all true of me, Slightly true of me, Moderately true of me, Very true of me, Completely true of me
<b>Satisfaction (bipolar)</b>	Completely dissatisfied, Mostly dissatisfied, Somewhat dissatisfied, Neither satisfied or dissatisfied, Somewhat satisfied, Mostly satisfied, Completely satisfied
<b>Satisfaction (unipolar)</b>	Not at all satisfied, Slightly satisfied, Moderately satisfied, Very satisfied, Completely satisfied



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