User Guide for Questionnaires on Effectiveness of Works Projects supported by the Environment and Conservation Fund (ECF)

Note:

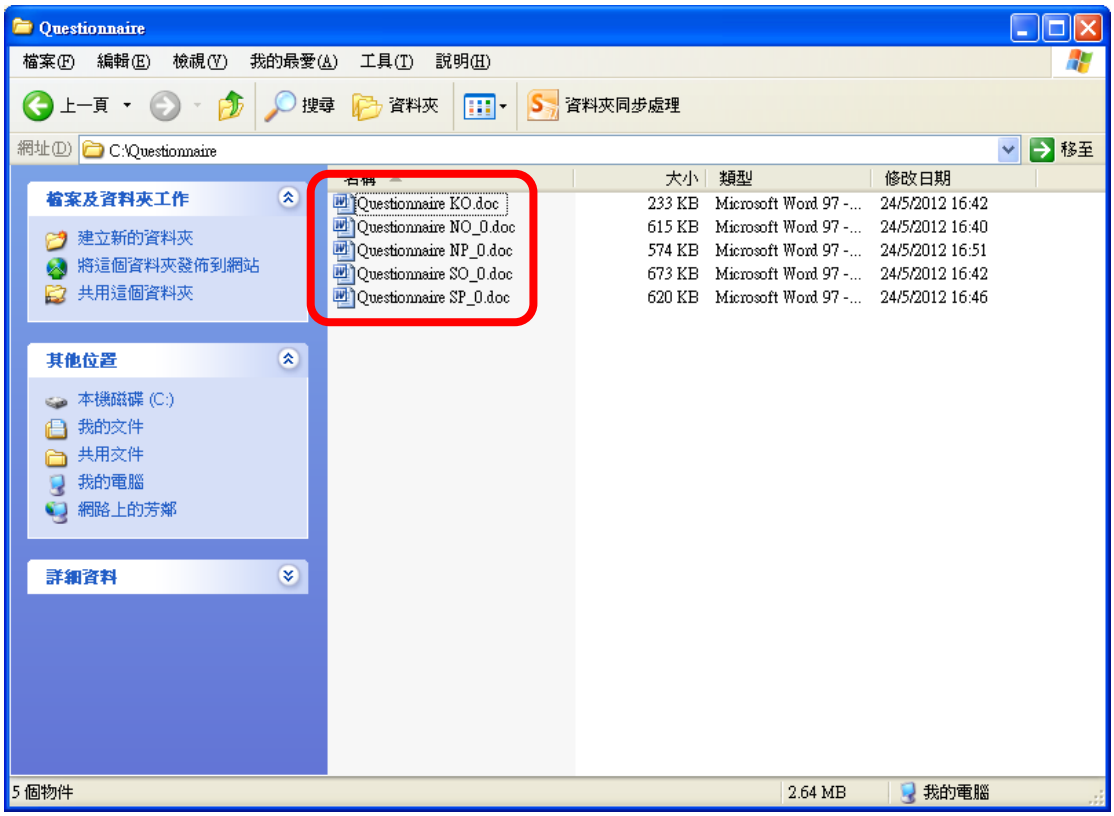
For kindergartens, Principal or Vice-Principal/Project Leader shall use "Questionnaire KO.doc"
For primary/secondary and special schools, Principal or Vice-Principal/Project Leader shall use "Questionnaire SO_0.doc", while students shall use "Questionnaire SP_0.doc".
For non-governmental organizations, Head or Deputy Head/Project leader shall use "Questionnaire NO_0.doc", while activity participants shall use "Questionnaire NP_0.doc".

For Office 2010 / Office 2007

Step 1

Double click the appropriate questionnaire.

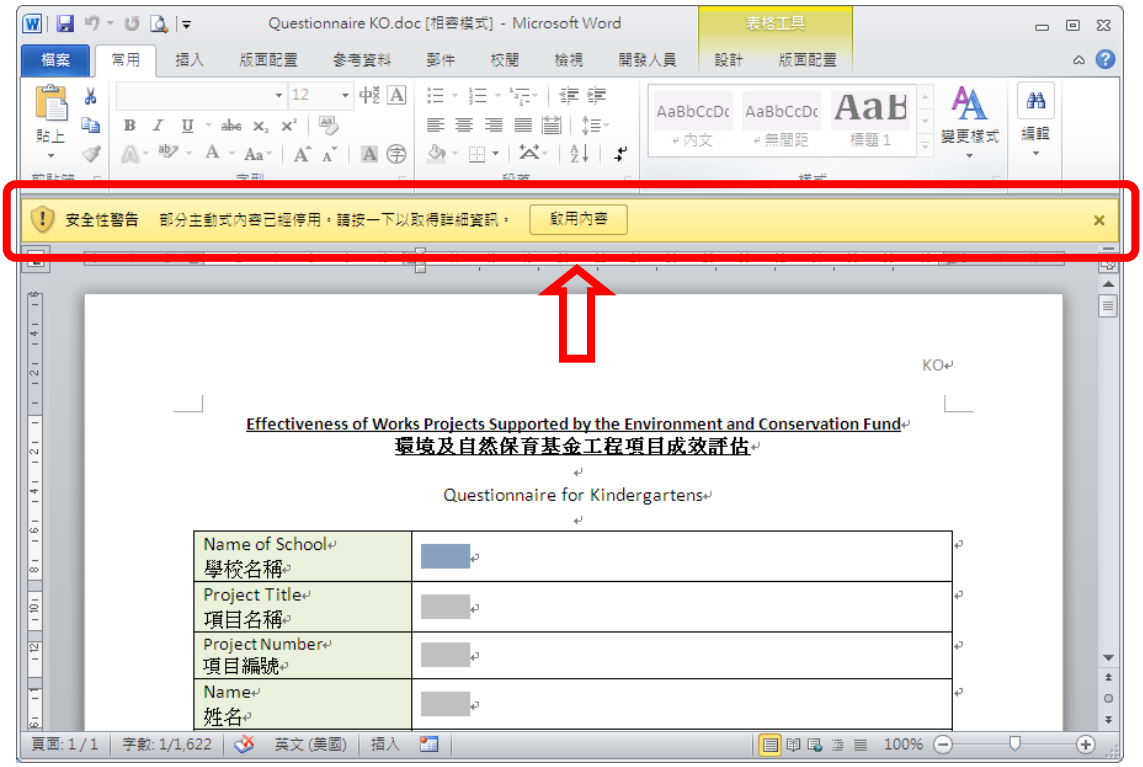
Questionnaire is in Microsoft Word format.
Word 2003 or above is required to open the files.



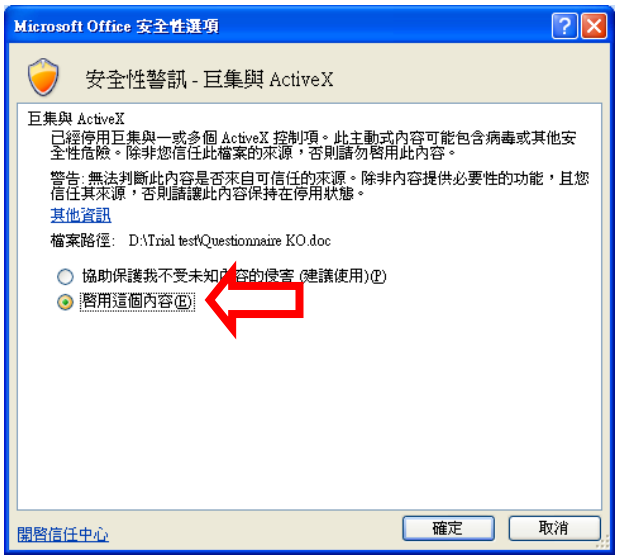
Step 2

After opening the file, a security warning message may be prompted. In order to enable the selection boxes of the questionnaire, please click the button as highlighted below:

If you cannot select the options in the questionnaire and no security warning message is prompted, please refer to "Troubleshooting".

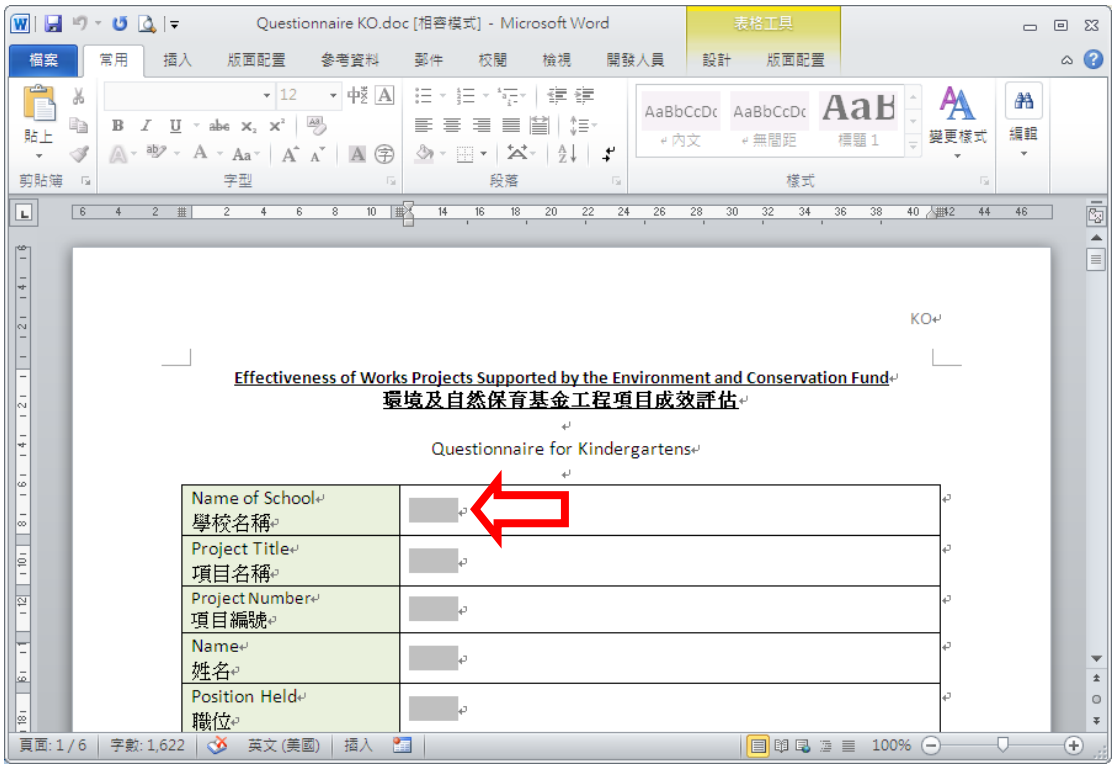


If security option window is prompted, please enable by clicking the button as shown below:



Step 3

After enabling the security option, you can start filling in the questionnaire, save the file with a unique file name (e.g. Questionnaire SP_0_Class_Student Name.doc) and send to the Project Leader (ie. responsible teacher/ staff) after completion.



For Office 2003

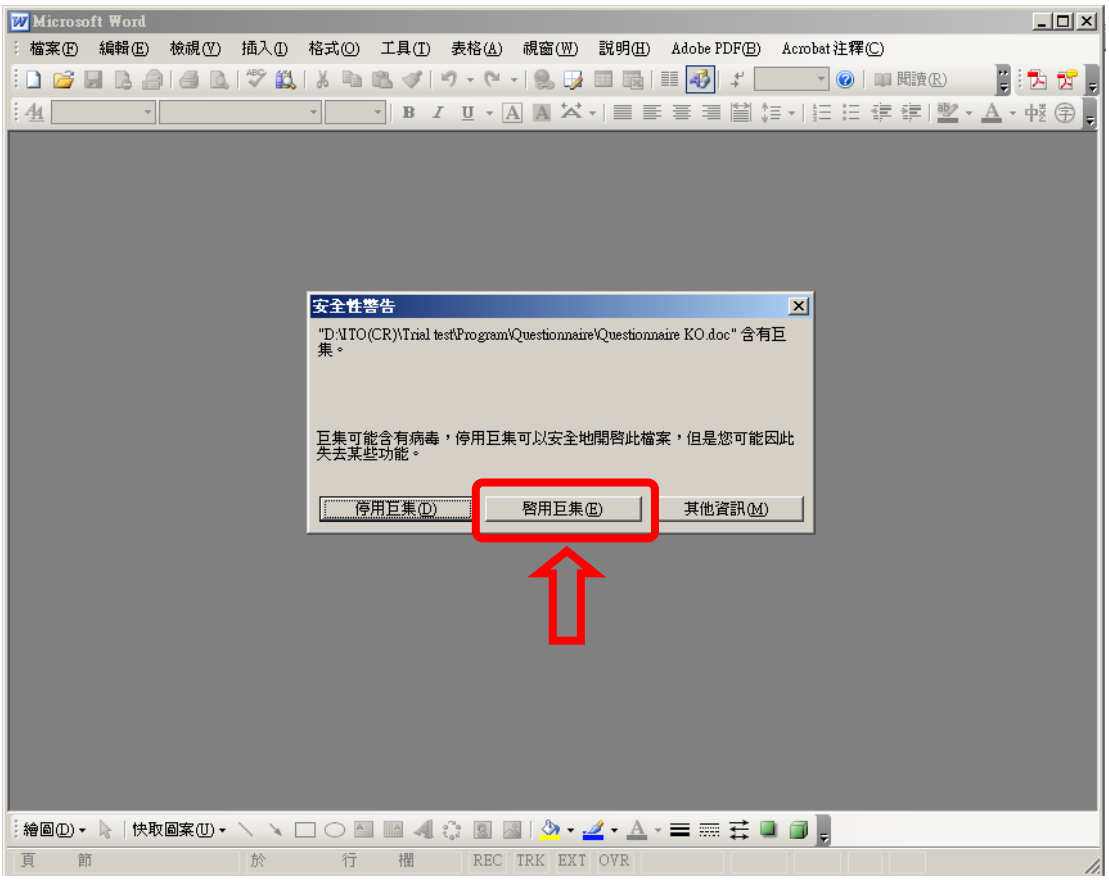
Step 1

Double click the appropriate questionnaire.

Step 2

After opening the file, a security warning message may be prompted. In order to enable the selection boxes of the questionnaire, please click the button as highlighted below:

If you cannot select the options in the questionnaire and no security warning message is prompted, please refer to "Troubleshooting".



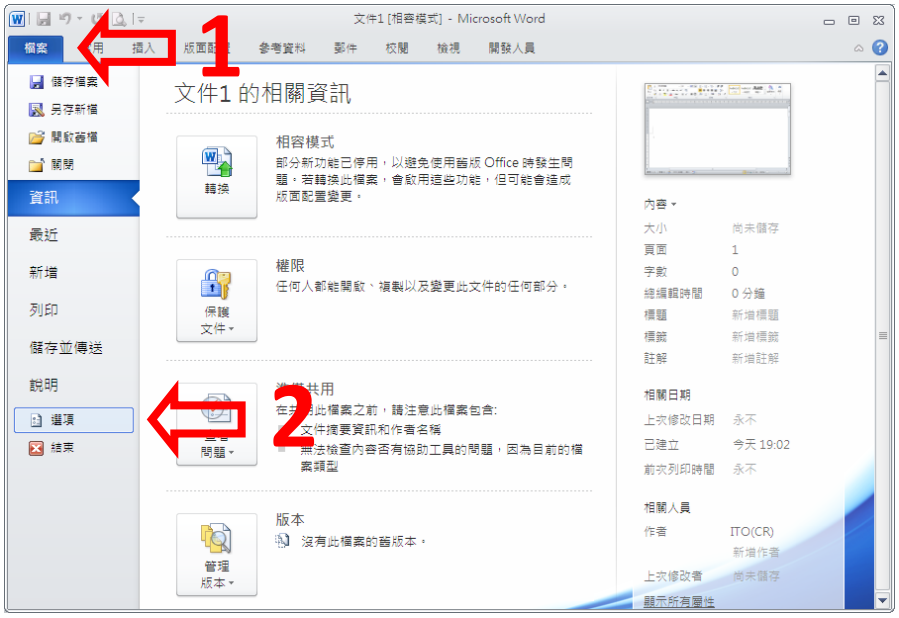
Step 3

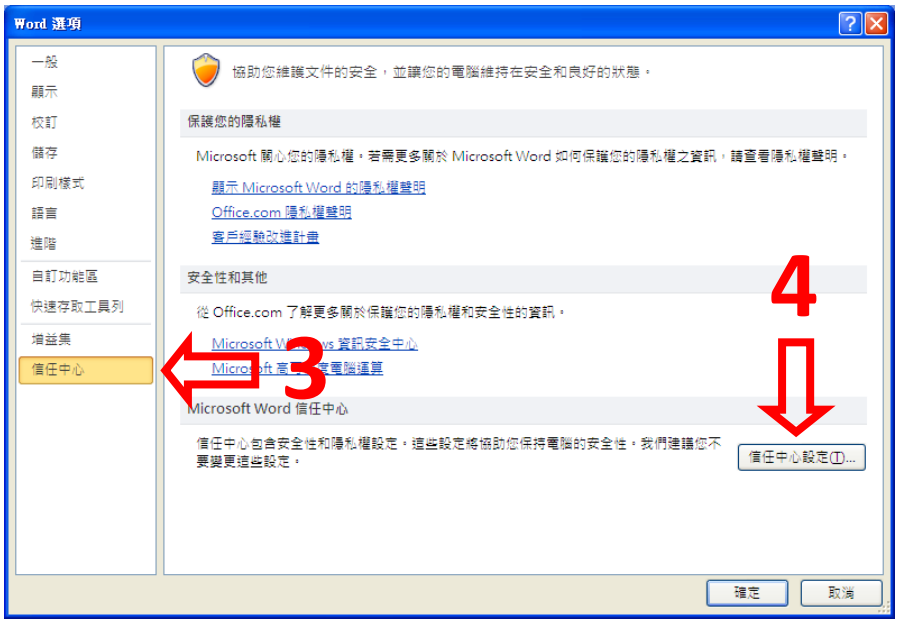
After enabling the security option, you can start filling in the questionnaire, save the file with a unique file name (e.g. Questionnaire SP_0_Class_Student Name.doc) and send to the Project Leader (ie. responsible teacher/ staff) after completion.

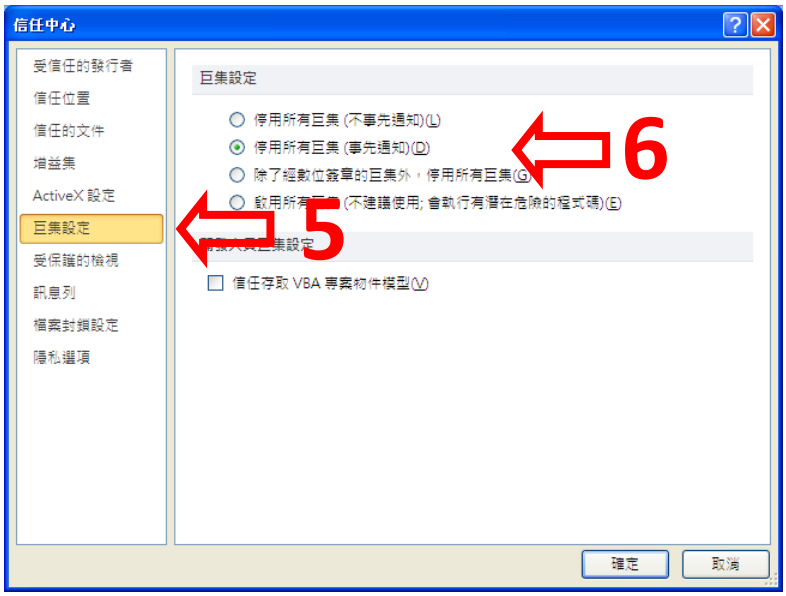
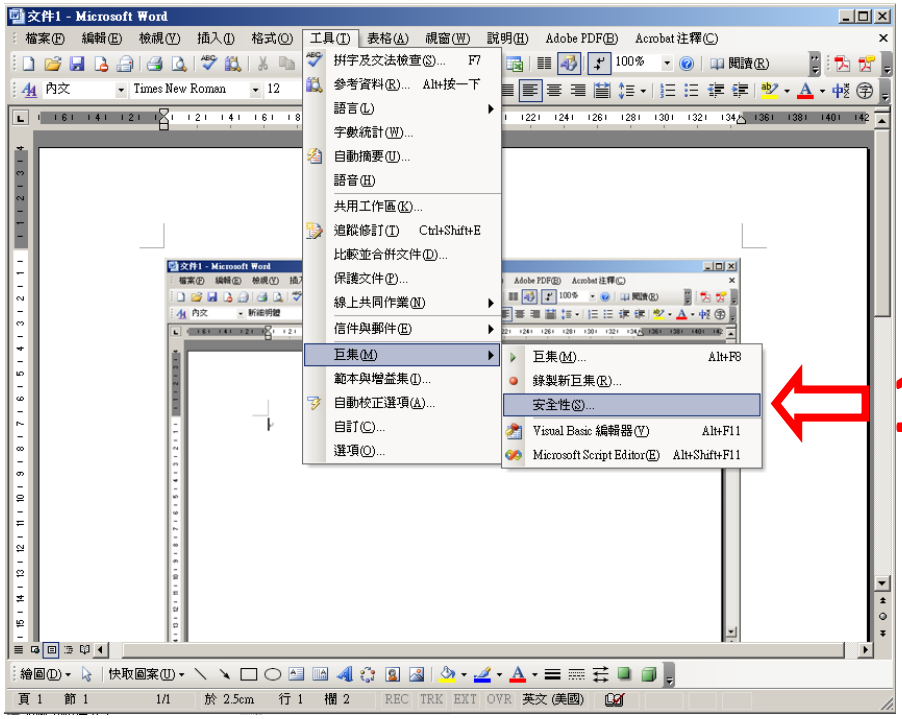
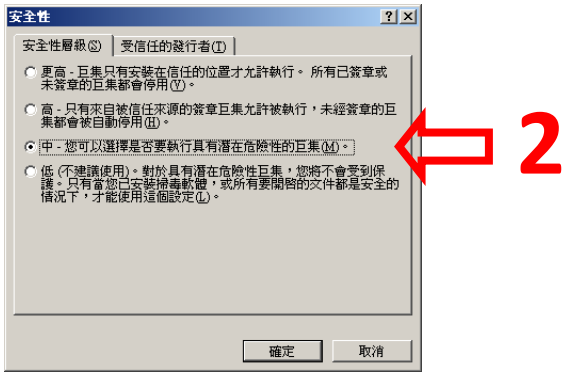
Troubleshooting

- The security level might be set to Low
  All options in the questionnaire are selectable. No setting has to be changed.
- The security level might be set to High
  Please change the security level to Medium in Word Option. After you have opened the file again, you will receive a warning message prompting you to activate the security option.

FOR OFFICE 2010 / OFFICE 2007







FOR OFFICE 2003