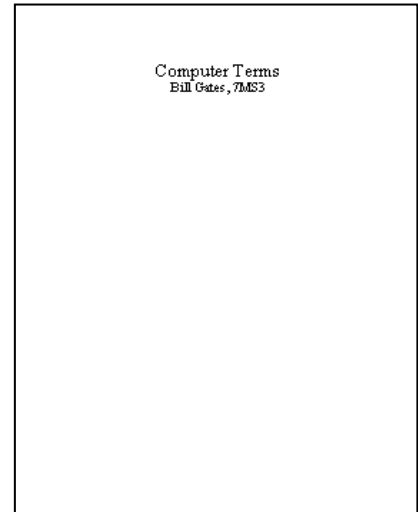


Make a Word Search Puzzle with Microsoft Word

Think of something, some topic, that you know something about (sports, a sport, movies, famous people, etc.), and create a word search puzzle plus the answer sheet.

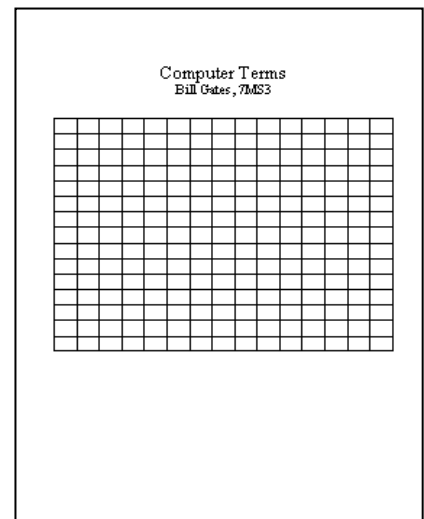
1. Type the title

- A. The title will be Times New Roman, size 24, center aligned.
- B. Your name and section will be Times New Roman, size 18, center aligned.
- C. Press ENTER twice.
- D. Save this file to your directory as **Word Search Puzzle**.



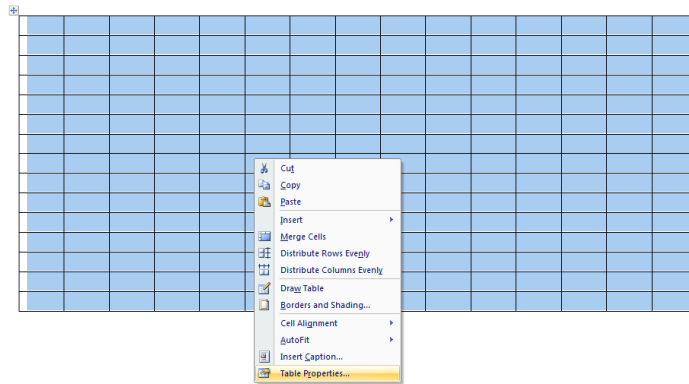
2. Make the table.

- A. Click the Insert tab.
- B. In the Tables group, click Table, then Insert, Table.
- C. The Table Size will be 15 columns by 15 rows, click OK.
- D. Select the cells and turn on the Center text alignment.



E. Select all of the cells...

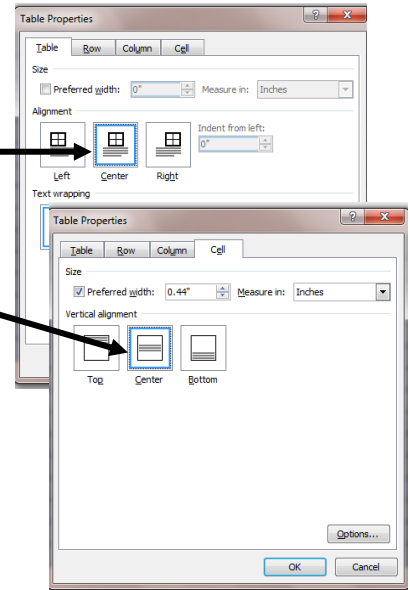
1) Right click the table, click Table Properties.



I. Click the Table tab; change the Alignment to Center.

II. Click the Cell tab; change the Vertical Alignment to Center.

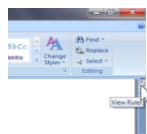
III. Click OK



3. Create the word bank (15 to 21 words).

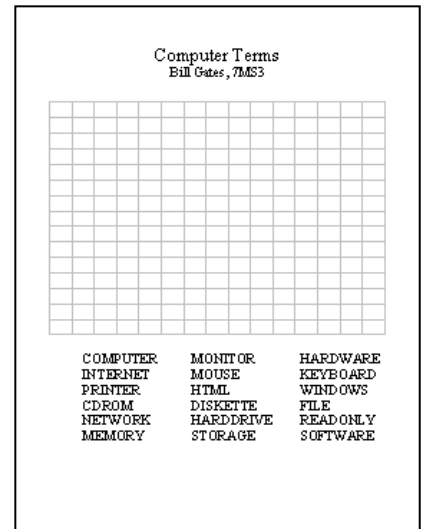
- A. Click below the table, press ENTER once.
- B. Change Text Alignment to Left Alignment.
- C. Change font size to 16.
- D. (Optional) Turn Caps Lock on.

E. Open the ruler.



F. Set tabs at 1/2", 2 1/2" and 4 1/2".

G. Press tab and type your words.



Note: The Spellchecker **doesn't** work with words that are all capitalized.

4. Make your answer sheet.

A. Put the words that are to be found in the table.

Computer Terms
Bill Gates, 7MS3

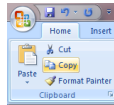
E	L	I	F				P	R	I	N	T	E	R
M	S						M						
M	U	R	E	A	D	O	N	L	Y				
E		O				N							
M			M			I		K	H				
O						T	E	N	R	E	T	N	I
R						O			Y	M	E		
Y	H	A	R	D	W	A	R	E	E	B	L	T	
H	A	R	D	D	R	I	V	E	T	O	L	S	
S	W	O	D	N	I	W			E	C	R		
E	G	A	R	O	T	S		K	D	R	K		
S	O	F	T	W	A	R	E	I				R	O
C	O	M	P	U	T	E	R	D					M

COMPUTER	MONITOR	HARDWARE
INTERNET	MOUSE	KEYBOARD
PRINTER	HTML	WINDOWS
CDROM	DISKETTE	FILE
NETWORK	HARDDRIVE	READONLY
MEMORY	STORAGE	SOFTWARE

5. Make the completed puzzle.

A. Take the mouse and select **everything**; title, your name and section, table, and answer bank.

B. Click the Copy button.



C. Click after the last word in the answer bank.

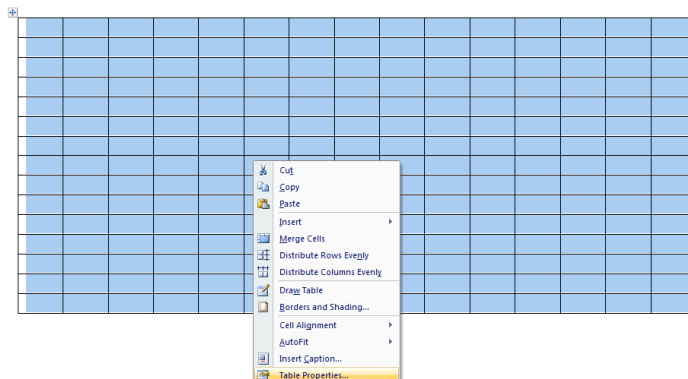
D. Press ENTER till you get to the top of page 2.

E. Click the Paste button.



F. Fill in the empty cells of the table on page 2 with random letters.

G. We don't want to see the grid lines when we print the actual word search puzzle, so select all of the cells on page 2, right click on the table, and click Table Properties.

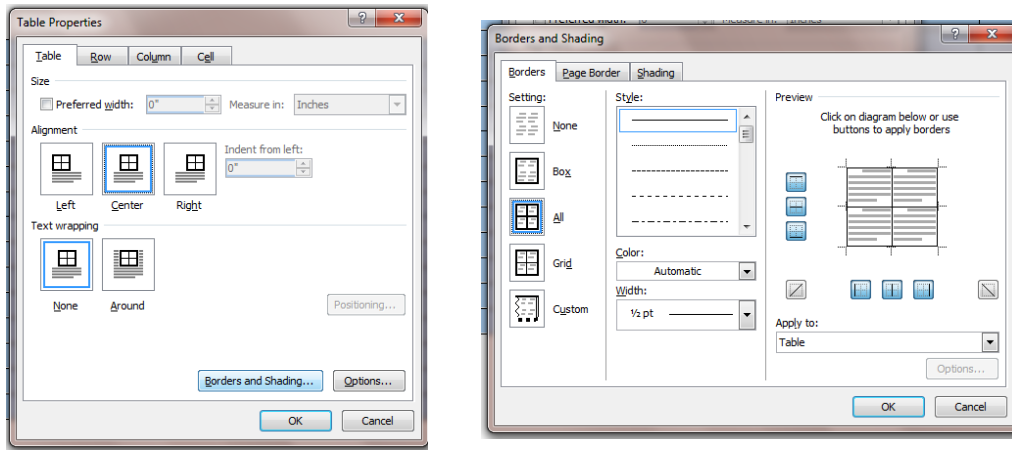


Computer Terms
Bill Gates, 7MS3

E	L	I	F	A	R	L	R	P	R	I	N	T	E	R
C	S	G	D	I	Z	G	M	B	O	E	M	Q	A	P
M	D	U	R	E	A	D	O	N	L	Y	R	U	I	D
E	H	U	O	O	C	D	N	E	D	I	R	V	I	D
M	W	Z	U	M	R	P	I	F	E	S	K	H	E	U
O	S	L	H	Y	U	D	T	E	N	R	E	I	N	I
R	A	A	Y	E	S	N	O	T	R	E	Y	M	E	K
Y	H	A	R	D	W	A	R	E	E	D	B	L	T	Y
O	Y	R	C	F	E	S	Y	M	T	R	O	E	S	K
H	A	R	D	D	R	I	V	E	T	D	A	W	O	E
Z	R	T	I	D	E	H	J	J	E	C	R	F	R	V
S	W	O	D	N	I	W	D	S	K	V	D	E	K	C
E	G	A	R	O	T	S	R	S	E	S	R	W	H	
S	O	F	T	W	A	R	E	S	I	U	E	D	O	W
C	O	M	P	U	T	E	R	D	D	T	R	E	Y	M

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H. Click the Borders and Shading button. Click the 6 buttons in the Border Preview window to remove the lines from your finished word search puzzle on page 2.



6. Let the teacher know when you are finished.