

SPACE BOARD TEACHER-AUTHOR GUIDE TIPS AND TRICKS IN MICROSOFT WORD

In this Guide you will find many extra tools to help you create amazing lessons for students around the globe using Microsoft Word and the Template provided to you by Space-Boards.

The more you use the steps within this guide, the better you'll become with the Word program in general. Eventually, you'll be able to piece together steps to create many more activities than the few within the guide.

Remember, these are only suggestions. You or your Team Members may already know other ways to accomplish the same results shown in this guide, using other approaches. If so, please share your ideas with us by sending them to <u>TipsAndTricks@Space-Boards.com</u> and we'll share them with other Teacher-Author Teams. Thank you!

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CROSSWORD PUZZLES

Crossword Puzzles encourage your student to study the given content vocabulary, to think logically, to problem solve and to demonstrate what they have just learned in a fun and engaging way. These puzzles are a wonderful addition to learning modules that give students a fun break, but continue to teach the given content at the same time.

Here you will learn the easy steps to create a Crossword Puzzle in Microsoft Word within the Template you have been given. See the example to the left.

1. Before making your crossword Puzzle in Microsoft Word, first create a final draft on paper. This way you know exactly what you need to create in Word. If you don't, it could get very confusing.

This draft on paper should include: the list of words to include in the puzzle (Word Bank), the words put together in a puzzle like form using the letters to connect the words horizontally and vertically, and clues for each word. See example below.

2. In the Word template click on the words "Start Page... here". Delete these words.

3. Go to menu \rightarrow Table \rightarrow Insert. This will take you to the Insert Table dialog box. Here, tell how many columns and rows you need for your Crossword Puzzle. You can count this on your paper draft by counting the number of letters you have vertically and horizontally.



4. With your cursor, highlight the entire table and go to menu→format→paragraph→line spacing and choose "Double".

To the left is what your inserted table will look like, but with more columns and rows.

For the finished crossword puzzle above, an 18 x 18 table was used.





5. To adjust where your table is on your page, go to menu \rightarrow table \rightarrow table properties. In this dialog box, seen on right, you can adjust where your table is aligned (right, centered, or left) amongst other options.

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Don't be afraid to play around with the other options, you can always undo anything by going to the Edit menu or by pressing command + Z on your keyboard.

For the example on the completed Crossword on the previous page, the table is centered.

6. Next, go ahead and type your words into the correct squares. These will be erased later, but used now to know which squares need to be erased/deleted.

7. Now, use your table eraser tool (circled with red on example table toolbar below) to erase all the squares that are not being used. To the right, you can see a table after about half of the unused squares are erased. Continue to do this until all you have left are the squares with your words inside them.



Next, go back into each square that you inserted text into and delete the letters. This will give you the blank crossword puzzle.

8. **Clues**: Next, simply add a text box to the bottom of your page by going to menu \rightarrow Insert \rightarrow Text box. Click and drag the + to the size of your across or down column. Type in your clues. Next to or below that text box, add another for the rest of your clues (down or across).

Be careful not to enter into the footer of your template.





9. Word Bank: To insert your Word Bank wherever you would like on the page, go to menu→ insert→ text box. Click and drag the + cursor to create the shape of your box. While your cursor is inside of your text box, go to menu→format→text box→layout. Choose the "In front of text" option. Type your words into the text box.

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10. To create a box around your Word Bank you can go to the same format text box dialog box. Under the "Colors and Lines" tab, choose no fill, choose your line color and weight and hit okay. For this text box, I have chosen a blue line and a 2.5 line weight. Remember, don't be afraid to play around with options in dialog boxes like these, you can always undo anything by going to the Edit menu.

11. Last, use small text boxes to add clue numbers to your crossword, like the example circled in red to the right. Use the same steps as before to create the text boxes and always remember to go to the format text box dialog box, go to the layout tab and choose "in front of text".



Your finished product should look similar to the example to the upper right. **Remember, the more of these** you create, the better you will get at finding your own little tricks in the Word program. Don't be afraid to experiment with options!

For more resources on making Crossword Puzzles visit:

http://wiki.answers.com/Q/How do you create a crossword puzzle with Microsoft Word

http://www.discoveryeducation.com/free-puzzlemaker/?CFID=116182&CFTOKEN=30460795

http://www.ehow.com/how_6239741_make-crossword-puzzle-microsoft-word.html

www.puzzle-maker.com/CW/

edhelper.com/crossword_free.htm



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How to Create Mazes

Mazes are a great way to give your student a break from learning in order to keep their attention on the iPad. By using graphics and images, you can make your maze themed to the learning module or skill packet you are creating.

In this tutorial, you will learn how to make a maze in Microsoft Word on the template you have been given.

1. First, put your cursor into your template at the top of the page where it says, "Start page...here". Erase those words.

2. Go to menu \rightarrow table \rightarrow insert \rightarrow table. In the dialog box, specify the size you want your maze by columns and rows. For the completed example to the left, a 15x15 size table was used. Press okay.

3.Highlight the table, go to menu \rightarrow format \rightarrow paragraph \rightarrow line spacing and choose Double. This should make your table be made of squares. If not, you can adjust rows and columns by places your cursor over the line that needs to be adjusted and click, drag and drop.

4. Highlight your new table. Go to menu \rightarrow table \rightarrow table properties. This will bring up a table properties dialog box. Here you can make your table justified to the center of your page horizontally.

You can also center your table vertically by clicking on the positioning button, click on the dropdown menu for "positioning" under vertical and choose center and then dropdown the menu for "relative to" and choose Page. The completed example maze above is centered vertically and horizontally to the page.

5. Next, use the same dialog box to add a background color to your table. The example above has a gray color added. Do this by clicking on the Borders and Shading button. Go to the shading tab and choose your background color.

Don't be afraid to play around in this dialog box to change the table in different ways. You can always undo anything you don't like by going to the Edit menu and hitting Undo!



Tip: When doing this, it is good to already know where your start and finish will be. This will help you create the maze faster. Here, to the left, is an example of a table with a gray shaded back ground.

6. Next, use the table toolbar, as seen below to start adding borders to the boxes on your table to make a maze. If you cannot already see the toolbar, then go to menu \rightarrow View \rightarrow Toolbars \rightarrow Tables and Borders. Or you can go back to the table properties and find these options under borders and shading. Click on the button circled in red below. Using the dropdown arrow, you can choose which side of each box to add or remove. For instance, if you choose the button circled in yellow, you will add a black line to the top of the square that your cursor is in. Make sure that the Line setting in the table toolbar is set to the color black and to about 3 pt size.



First create your path all the way to the finish, then go back and add in all the wrong pathways. This is actually pretty fun once you get going.

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7. Next, fill in any unused squares with a darker shade background using the same process you used to create the background color in the table previously. When finished with that, you should have a maze that looks like the one to the lower left.

8. Next, add art that your artist provides for you around your maze to make it look more fun. This should be themed to your lesson plan. If your team does not have an artist, use a text box to specify to NeoLithix what you would like added, if it is in your contract that NeoLithix will provide art work for you.

Also, don't forget to add text boxes that specify the Start and Finish spots around your maze. When inserting the text boxes, make sure to go to Menu \rightarrow Format \rightarrow Text box \rightarrow Layout and choose "In front of



text". When finished with all this, your maze should look like the example to the right.

Tip: Remember, if your team has an artist, the artist should be able to create more elaborate, creative mazes for you to use. Insert them into your document as .jpeg files.



\Xi Horizontal Line

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How to Create a Word Search

Word Searches are an excellent way to make learning extra fun. Word Searches re-enforce vocabulary, help with visual acuity for recognizing words and instill spelling skills.

In this Guide, you will learn how to make a Word Search within the template you have been given in Microsoft Word.

1. First, put your cursor into your template at the top of the page where it says, "Start page...here". Erase those words.

2. Go to menu →table→insert→table. In the dialog box, specify the size you want your Word Search to be by columns and rows. For the completed example to the left, a 20x20 size table was used. Press okay. Use less columns and rows if this is too large.

3.Highlight the table, go to menu \rightarrow format \rightarrow paragraph \rightarrow line spacing and choose Double. This should make your table be made of squares. If not, you can adjust rows and columns by places your cursor over the line that needs to be adjusted and click, drag and drop.

4. On a separate scratch piece of paper, create a list of the vocabulary you would like to include in your Word Search. This list will also be used later to create the Word Bank. Press the "Caps Lock" button on your keyboard to make all the letters capitalized. This makes the Word Search look more uniform and helps the student to find letters easier.

5. Start entering these words into the Table by clicking within each box that for each letter. Use the arrow keys on your keyboard to navigate through the table easily. Remember to make some words horizontal, vertical, diagonal and backwards. See example on next page.

Your table should look like the example to the right when you have completed entering all the vocabulary.

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6. Next, enter random letters into all the remaining empty boxes in the table. Remember to keep all the letters capitalized. Use the arrow keys on your keyboard to help you navigate through the table more easily.

When you have finished this step, your Word Search table should look like the example to the lower right.

7. Word Bank: To insert your Word Bank wherever you would like on the page, go to menu \rightarrow insert \rightarrow text box. Click and drag the + cursor to create the shape of your box. While your cursor is inside of your text box, go to menu \rightarrow format \rightarrow text box \rightarrow layout. Choose the "In front of text" option. Type your words into the text box.

8. To create a box around your Word Bank you can go to the same format text box dialog box. Under the "Colors and Lines" tab, choose no fill, choose your line color and weight and hit okay. A good choice for this option is about a 2.5 line weight and a black or gray line. For the example on the previous page and next page, no border was added to the Word Bank text box.

Remember, don't be afraid to play around with options in dialog boxes like these, you can always undo anything by going to the Edit menu.

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SPACEBOARDS	G-10	Find the words in the Word

9. Next, use text boxes to add the title "Word Search" above the table and the title "Word Bank" above the Word Bank. Again, go to menu→ insert→ text box. Click and drag the + cursor to create the shape of your box where ever you would like it to be placed. While your cursor is inside of your text box, go to menu→format→text box→layout. Choose the "In front of text" option. Type your words into the text box.

For the example to the left, I chose to use a different font for the titles and to make them extra large to make them more decorative. Feel free to do so yourself.

10. Use images from your artist to further decorate your Word Search. Make sure these stay within the theme of your Learning Module or Skill Packet! To insert a .jpeg image, go to menu \rightarrow insert \rightarrow picture \rightarrow from file. In the dialog box that pops up, choose the image to insert from your files.

After you click okay, while your image is selected, always go to menu \rightarrow format \rightarrow picture, choose the layout tab and select "in front of text". This enables you to place the image wherever you would like on the page.

11. Last of all, re-select your Word Search table by clicking on it. Go to menu→table→table properties. In the dialog box that pops up, choose Borders and Shading. In the Borders and Shading dialog box, under "Borders", make the line color white. If you try to make it transparent, light gray lines will still be present, so instead you must just make the lines white. Press Okay and look at your finished product!

Your finished product should look similar to the example to left. **Remember, the more of these you create, the better you will get at finding your own little tricks in the Word program. Don't be afraid to experiment with options!**

For more great resources please visit:

http://www.stinkybearsoftware.com/

http://wiki.answers.com/Q/How_do_you_create_a_crossw ord_puzzle_with_Microsoft_Word



Extra Tips For Creating Amazing Lessons in the Space Boards Word Template

How to view all the necessary Toolbars for creating amazing lessons

Within the Tips and Tricks Guide, many Tools are used. All instructions within the Guide explain how to reach tools and Dialog Boxes using the main menu. However, if easier for you, you may choose to make all the "Toolbars" visible instead. Useful Toolbars are the Drawing Toolbar, the Tables and Borders Toolbar, and the Formatting Toolbar. Also, if you have a newer version of Microsoft Word, the Formatting Palette is most useful.

To choose Toolbars to view, go to Menu \rightarrow View \rightarrow Toolbars, and choose each Toolbar you want visible. Under the View menu, you will also find the Formatting Palette.

If you do not know what a certain button does, place your cursor over the button without clicking on it, wait 2 seconds, and a small dialogue bow will pop up with the name of that button.



Borders and Shading
 Document Margins

Bullets and Numbering

Document Theme

How to Create Diagonal, Dotted and Dashed Lines

On the Drawing Toolbar, shown to the right, click the Line button, circled in red.

Draw your line. Double click on the line to show the "Format Autoshape" dialog box, shown to the right.

Within this Dialog box, first go to the Layout tab and choose "in front of text". Next, go back to the Colors and Lines tab. In this tab, you can change your line to dashed or dotted by using the down arrow in the "Dashed" options under "Line", circled in green to the right. Here you also specify what color your line will be and the thickness.

Below, you can see examples of different lines, in different colors using the options in this dialog box.

Newer versions of Word also include options to create lines with arrows, squiggly lines, and shapes made with lines. Examples of these are also found below.

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Line Color: Dashed: Transpare Arrows Begin style Begin size	Style: Weight: 3.5 pt :
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Remember, don't be afraid to play around with options in dialog boxes! You can always undo anything you don't like by going to menu \rightarrow edit \rightarrow undo, or by pressing control + Z on your keyboard. The more you try the better you get!

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How to Create Bullets and Numbering

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- On the Formatting Toolbar, choose either of the buttons circled above. The first will add numbers to the lines you type and the second will add bullets.
- A new bullet or the next numerical value will automatically be added to your text every time you press the Enter key.
- This will continue until you push the button again, to toggle the numbers or bullets off.
- You can also change the style of your bullets by clicking the down arrow next to "Style" under Bullets and Numbering on the Formatting Palette or by double clicking on a bullet to pull up the Bullets and Numbering dialog box.
- To really customize your bullets, go to the Customize button in the same dialog box and play around.
- You can really make your bullets unique and interesting here.
- Don't be afraid to play around, you can always undo anything you do not like!

How to Leave a Space Blank For Graphics to be Added Later

This is especially easy to do if you get used to only using text boxes with the template. When using only text boxes, every text box is placed exactly where you want it and shaped exactly how you need it to be. See blank space to the right.

You can use as many text boxes as you need, there is no limit. So to leave a blank space for an image you are waiting to get from your artist, just don't place anything there! Also, it would be a good idea to add a small text box with the description of the image there and remove/delete it later when the image is added.

If you are not using only text boxes for your lesson pages, simply press the enter key until you have left enough space for an image.



TIPS AND TRICKS IN MICROSOFT WORD



Adding Shapes like Circles, Squares, Rectangles, Triangles, Stars, etc.

All kinds of shapes can be added to your lesson pages by using the Drawing Toolbar, shown above. To add a shape, Click the Auto shape button that looks like this.

A drop down box will appear where you have many shape options to choose from as you can see on the right. You can choose from many shapes, arrows, flowcharts, stars and banners, and even callouts.

Pictured to the right are the options on the latest Microsoft Word for Mac. Older versions of Word may not have as many options, but will still have all your basic shapes and much more.

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Begin style:	End style:
Begin size:	A End size:
	Cancel OK



After you have chosen your shape by clicking on it, drag and drop it onto your page making it the size you prefer.

Tip: If you want your shape to be perfectly symmetrical, hold down the shift key on your keyboard while you drag and drop.

Double click on your shape to bring up the Format AutoShape dialog box seen to the left. First, go to the Layout tab and choose "in front of text". Next, go back to the Colors and Lines tab to choose the color of your shape.

See next page for examples.





Creating Word Banks

Word banks can be used for many purposes throughout your lessons. You may use them for fill-in-the-blank question pages, Word Searches, Crossword Puzzles, etc.

To insert your Word Bank wherever you would like on the page, go to menu \rightarrow insert \rightarrow text box. Click and drag the + cursor to create the shape of your box. While your cursor is inside of your text box, go to menu \rightarrow format \rightarrow text box \rightarrow layout. Choose the "In front of text" option. Type your words into the text box.

Add the title "Word Bank" within this text box, or add a new text box above this one to add the title.

To create a box around your Word Bank you can go to the same format text box dialog box. Under the "Colors and Lines" tab, choose no fill, choose your line color and weight and hit okay.

Remember, don't be afraid to play around with options in dialog boxes like these, you can always undo anything by going to the Edit menu.

See example to right.

Again, remember to not be afraid to try new options and new tools in Microsoft Word. The possibilities are endless.

If there is anything you cannot find in this Tips and Tricks Guide that you would like added, please send an email with your request to <u>Elizabeth@Space-Boards.com</u> or <u>TipsAndTricks@Space-Boards.com</u>.

WORD BANK

Text boxes Word banks Crossword Puzzles Example Vocabulary