Crossword Puzzle

1) Click & hold the left mouse button on Row 1 and highlight down to Row 25. Right click on one of the highlighted row #s, click on **ROW HEIGHT**, and change the size to 19.

2) Click & hold the left mouse button on Column A and highlight across to Column W. Right click on one of the highlighted column letters, click on **COLUMN WIDTH**, and change the size to 3.

3**)** Highlight Row 1, from Column A to Column W, **MERGE & CENTER** (**Home → Alignment→ Merge & Center),** then type the title **<u>Computer Vocabulary Crossword</u>** in your merged cells.

4) Jump down to the Row 3 and begin creating your crossword puzzle ANSWER KEY between rows 3 to 25 AND columns A to W
Use **ALL BORDERS** to outline your answers (**Home → Font → All Borders**) … remember 1 letter per cell

* You must use at least **11** of the terms below:

Operating System	Processor	Memory	Hard Disk Drive	Expansion Slots	Router
External Ports	Monitor	Graphics Card	Keyboard	Mouse	Sound Card
Network Adapter	Solid State Drive	Bluetooth			

*In a crossword puzzle, words have to be going from left to right…or top to bottom…. Words cannot be backwards!
* Each word has to be connected to at least 1 other word in the puzzle.
*You cannot put two words right next to each other either vertically or horizontally.

4) Change SHEET1's name to KEY

5) Open SHEET2 and copy and paste your ANSWER KEY to this worksheet. Resize the Columns and Rows like you did in Steps 1 and 2.

6) Delete the answers and place a number in the cells where a word begins. Use Font size 8 and Align the text to the top left corner of the cell (**Home → Alignment→ Align Left   and   Home → Alignment → Top Align**)

7) Use a dictionary website to find definitions for all the words you used in your crossword puzzle
        * Pick short and sweet definitions related to computers

8) Type **<u>ACROSS</u>** in cell D27 and **<u>DOWN</u>** in cell P27.
        Type the definitions for each answer in the appropriate section (i.e. all the words that you typed going left to right should have their definitions below the word ACROSS)

9) Change SHEET2's name to HANDOUT

*If you can use ALL 15 terms you get EXTRA CREDIT! ☺