



Word Processing Scavenger Hunt

Rules:

Teams are assigned by the instructor. Each team decides which items to do for points. All team members must be involved in completing each task—only one machine working per team. Any team who attempts to do the work independently will be warned and tasks done independently will not be counted in the team point total. Choose one person to “drive” the PC. Consider choosing the fastest typist!

For each Word Processing task, you must have a print out that clearly identifies the task # and the team who completed it as well as the task on that sheet of paper. Also, put on the document the number of points the task is worth.

Teams will be timed. Tasks not completed by the announcement of the end of the time limit will be disallowed. Correctly done tasks will be counted and the team with the highest number of points will win!!

Remember this is a TEAM activity—so work together. Consider the points associated with each task and the time it will take to accomplish it as you choose to complete it. All resources (on-line help, Word Help, textbooks) are available to you. The Instructor; however, will not be able to help you with the tasks.

Team points will be tallied and final results will be posted to the WebCT discussion board.

10 points each

1. Type a paragraph of text (at least three lines of text) and make it double-spaced, Arial font 16 pt, justified text.
2. Create a 3 column; 5 row table. In row one put **First Name, Last Name, Nickname** in each column heading. Type in the names of those in your group to complete the table. Shade row one light gray.
3. Print an envelope with a return address and mailing address (it will print on regular paper).
4. Using a wizard create a calendar for November.
5. Insert a clipart image appropriate to Halloween.
6. Create a bulleted list (using a “scary” symbol as the bullet) and list five things people do on Halloween.
7. Insert a clip art graphic (Halloween-related) and size it so it is at least 2.5 inches tall. Type a paragraph next to it so that the text wraps to the right of the picture.

5 points each

8. Type a line of text using a Serif font and then a line of text using a Sans-serif font. Indicate which font is serif and which is sans-serif.
9. Create Word Art to say, “Happy Halloween”
10. Using the appropriate tool in Word, find 5 other words to use instead of “scary”. Type those words in a document.
11. Create a footnote
12. Create a footer (include date and page #)
13. Create a header (include date and page #)