

Interactive Crossword

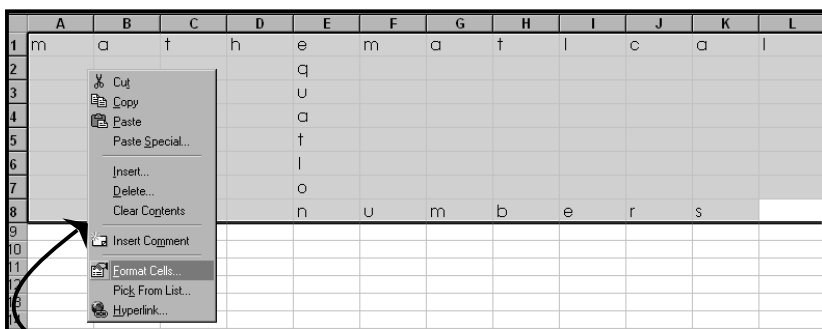
You are going to create an Interactive Excel Crossword. Choose 14 computer words. Please open Excel to get started. Now, you are ready to create your crossword.

- 1) You will need to fit all of your words in this crossword. Start in the top cell (A1), type one letter of your 1st word. Each cell will need a different letter.

	A	B	C	D	E	F	G	H	I	J	K	L
1	m	a	t	h	e	m	a	t	i	c	a	l
2					q							
3					u							
4					a							
5					t							
6					l							
7					o							
8					n							

- 2) Add all of your words. Make sure that they are all interlocked to one another. They will need to be connected like the above example of *mathematical* and *equation*.

- 3) Don't put spaces in words that go together, just like in the sample.



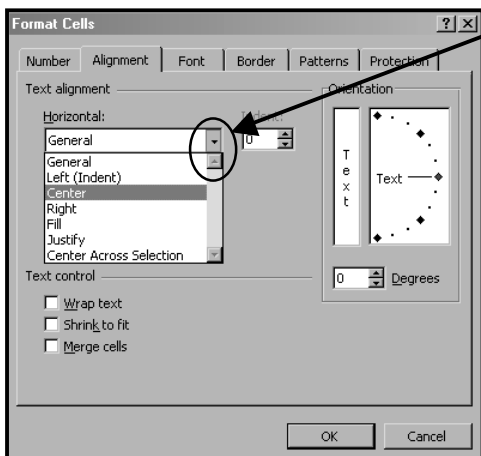
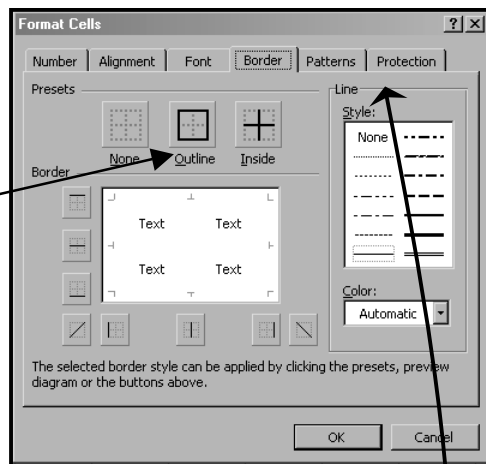
- 4) After you have entered all your computer words, you are ready to make it look like a crossword. To do this, highlight all the cells that you

use for your puzzle. Right click using the mouse inside the highlighted area. On the pop-up menu, go to *Format Cells*.

5) Another screen will appear. Click on the tab labeled Border. On this tab click the Outline box.

6) Click on the Alignment tab, now. Under Text alignment, look for Horizontal. Click on the arrow and scroll down to

Center. Then click OK.

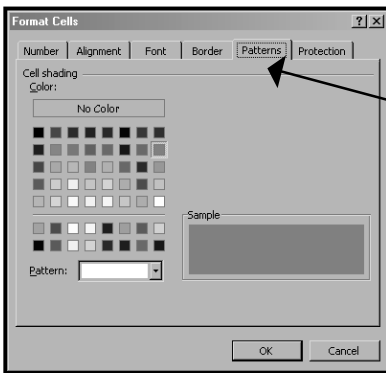


7) At this time, you are going to change the height and width of the cells, to do this, make sure all the cells you are using are highlighted then go to the Format menu at the top of the page, then down to Row and over to Height. In the white box, please type 25. Do the same thing to change the Width. Go to Column and over to Width. In the white box, please type 4.5.

8) Next step, is to outline each square that has a letter in it. To do this, highlight each word, then Right click using the mouse on the highlighted cells. Once the menu appears, go to Format Cells. Go to the Border tab and click on Outline and then also click on Inside. After you have outlined each word, your puzzle should look something like this.

9) Now that you have all the words entered and boxed in Excel, you can start to fill in the empty space with your favorite color. To do this, highlight a section without any letters and Right click with the mouse.

	A	B	C	D	E	F	G	H	I	J	K	L
1	m	a	t	h	e	m	a	t	l	c	a	l
2					q							
3					u							
4					a							
5					t							
6					l							
7					o							
8					n	u	m	b	e	r	s	

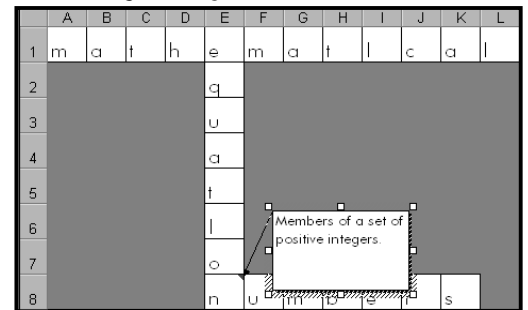


10) Go over to Format Cells. This screen will appear. Click on the Pattern tab. You are going to select your favorite color and click OK.

11) Do this for each white section of your puzzle. The only cells that should not be colored are the ones with letters.

12) Now, you are going to write the clues. So, Right click on the 1st letter of a word (any word). Then go to Insert Comment.

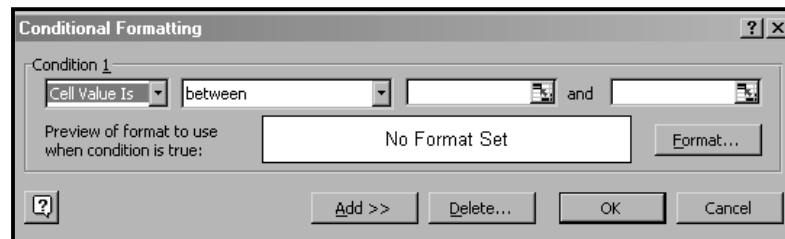
13) When the box appears, highlight and delete anything that is already in the text comment box. Now, type in the definition for the word you are working with. Highlight and change the Font and Size. The size should be at least 12.



14) Do this for each of your words. When a Comment is added, a little red triangle will appear in the corner of the cell. To close the Comment box, click anywhere else.

15) Save your puzzle. You *DON'T* need to do Save As, unless you have not saved at least once already. If you have saved it already, then just click File, Save.

16) We are almost done. We are now going to make the puzzle interactive. . . Click on one cell with a Comment. Once that cell is selected, go to the menu bar, down to Format and select Conditional Formatting. The box above will appear.

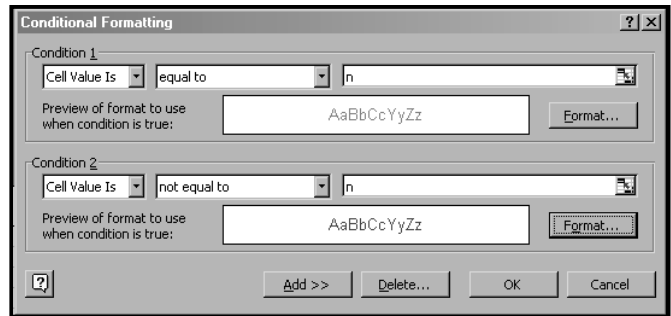


17) Click on the **Add** button to add another Condition (you will now have 2 Conditions). For Condition 1, change between to equal to and type the letter from your cell in the empty box next to equal to type the first letter of the word you are working on. Once you have done that, click on Format and change the Font color to **Green**.

18) In the Conditional 2 section, change the between box to not equal to then type the first letter of the word you are working on. Change this font color to **Red** by clicking on the Format button.

19) Repeat this steps for each word in your puzzle.

20) Now you will need to save before you erase all your words. After saving, click on each cell that has a letter and hit **Delete** on the keyboard. **DON'T** use the Backspace key!!



21) Ok, now you are going to save the puzzle as a Template (on the Flash drive) so it will be blank for everyone who opens it. Go to File then Save As. Under Save as Type, select **Template**. Click, **OK!** U R Done!

