

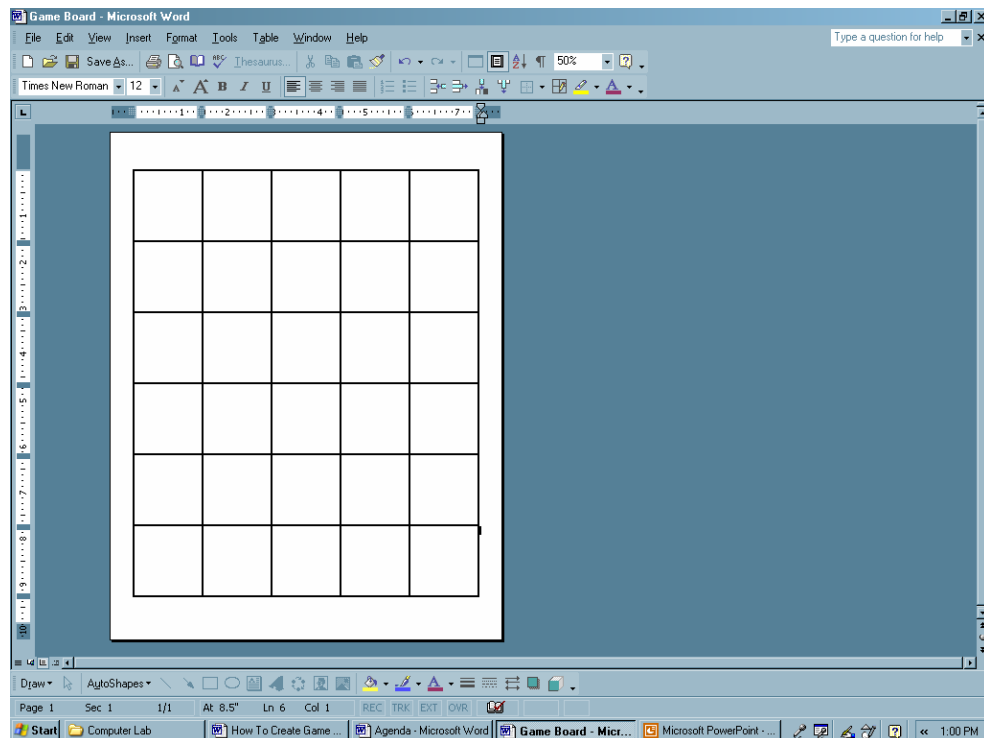
# How To Create Game Boards

## **Step I: Open a new Word document and set up page.**

- A. Click the File menu at the top and select "Page Setup."
- B. Find and click the Margins tab at the top of this dialog box and set the top margin to .8" and all other margins to .38". Make sure the Portrait orientation is selected, rather than Landscape. Click "OK."

## **Step II: Insert and format your Table.**

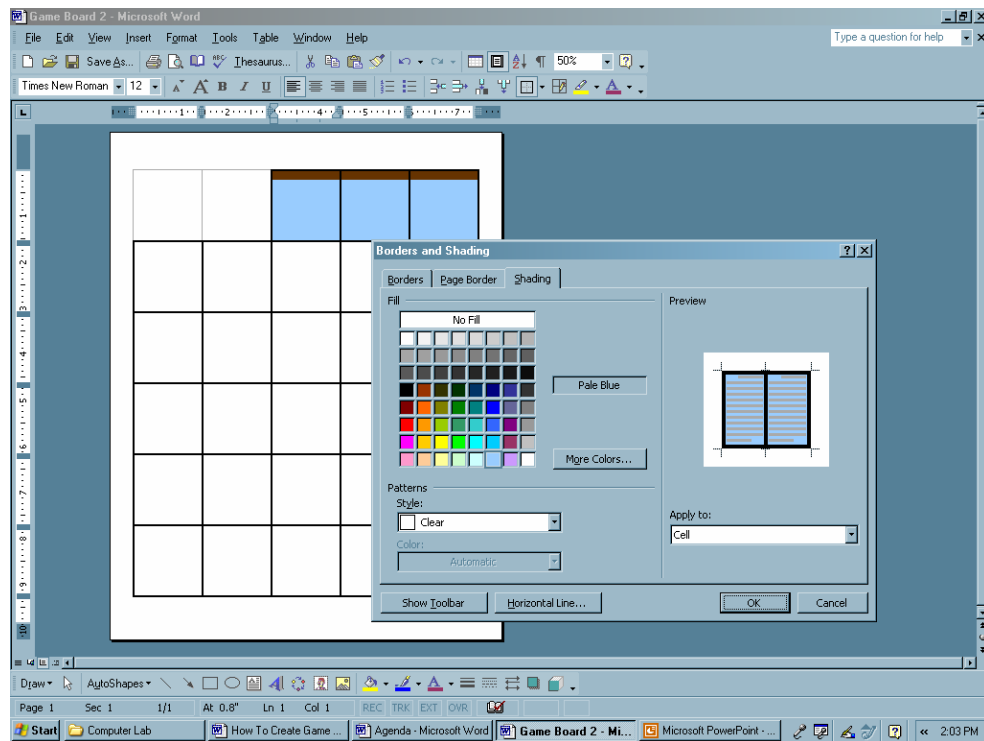
- A. Click the Table menu at the top and select "Insert" and "Table . . ."
- B. Set "Number of Columns" to 5 and "Number of Rows" to 6. Click "OK."
- C. Highlight the entire table. Click the Table menu at the top and select "Table Properties . . .".
- D. Find and click the Column tab. Set "Preferred width" to 1.5". "Measured in:" should read "Inches." Click "OK."
- E. The whole table should still be highlighted. Select "Table Properties".
- F. Find and click the Row tab. Set "Specify height:" to 1.5". "Row height is:" should read "Exactly." Click "OK."
- G. The whole table should still be highlighted. Select "Table Properties".
- H. Find and click the Table tab. In the Alignment section, select "Center." The Text Wrapping section should default to "None." Click "OK."



- I. The whole table should still be highlighted. Click the Format menu at the top, select "Borders and Shading . . .", and click the Borders tab.
- J. Change Width: (bottom-center) to 3 pt. Make sure "Apply to:" reads Table and click "OK" (see illustration above).

### Step III. Shade selected cells to create "Start-to-End" pattern.

- A. Highlight cells 3-5 in row 1. Click the Format menu at the top and select "Borders and Shading . . .". [Note: This command ("Borders and Shading . . .") will be repeated for many formatting commands to follow. The entire table or the part of the table being formatted will need to be highlighted for the "Borders and Shading . . ." command to be available.]
- B. Click the Shading tab and select a color. [Decide on a theme/action for your gameboard, e.g. boats, bears, hiking.] Make sure "Apply to:" reads Cell and click "OK" (see illustration).

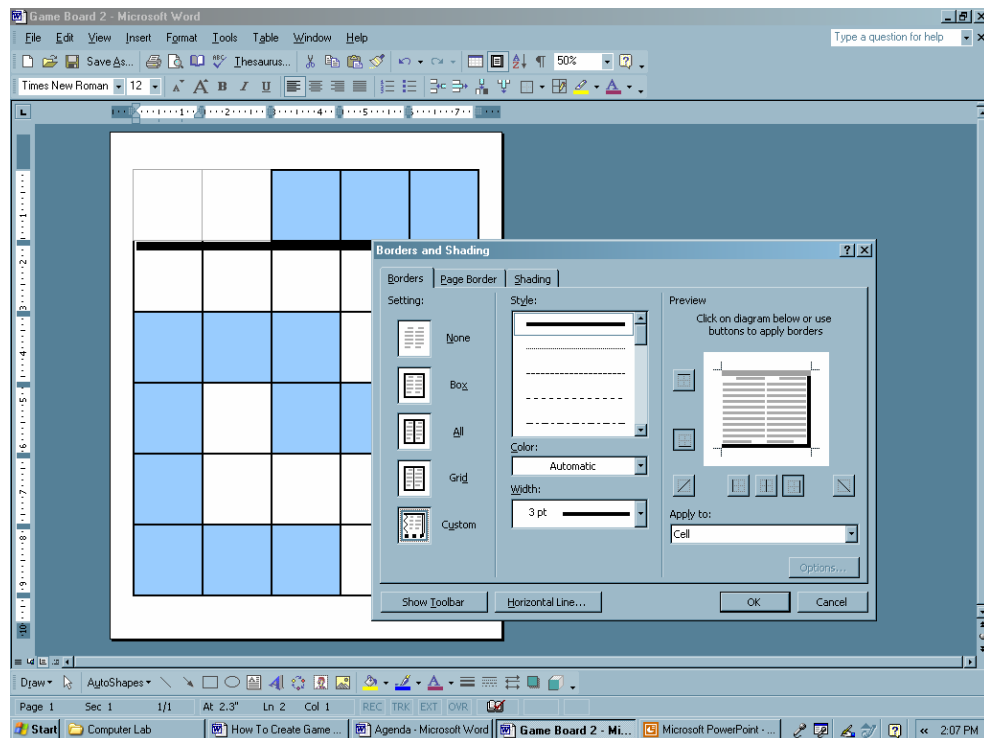


- C. Highlight cells 2-3 in column 5 and select "Borders and Shading . . .". Select the same color, make sure "Apply to:" reads Cell, and click "OK."
- D. Highlight cells 3-4 in row 4 and select "Borders and Shading . . .". Select the same color, make sure "Apply to:" reads Cell, and click "OK."
- E. Highlight cells 1-3 in row 3 and select "Borders and Shading . . .". Select the same color, make sure "Apply to:" reads Cell, and click "OK."
- F. Highlight cells 4-6 in column 1 and select "Borders and Shading . . .". Select the same color, make sure "Apply to:" reads Cell, and click "OK."

- G. Highlight cells 2-3 in row 6 and select "Borders and Shading . . .". Select the same color, make sure "Apply to:" reads Cell, and click "OK."

#### Step IV. Remove unnecessary borderlines.

- A. Highlight the first two cells in row 1, select "Borders and Shading . . .", and click the Border tab.
- B. In the preview window, remove the top, left, middle, and bottom borderlines by clicking them. Make sure "Apply to:" reads Cell and click "OK."
- C. Highlight cells 1-4 in row 2 and select "Borders and Shading . . .".
- D. In the preview window, remove the left and center borderlines. Make sure "Apply to:" reads Cell and click "OK" (see illustration).

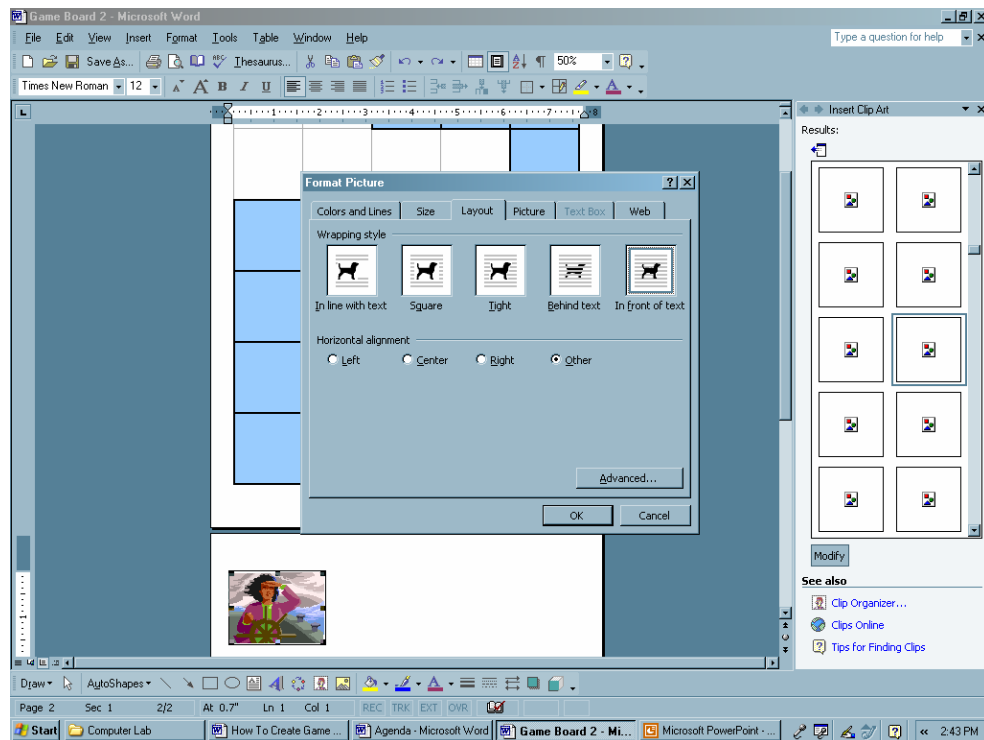


- E. Highlight cell 4 in row 3 and select "Borders and Shading . . .".
- F. In the preview window, remove the top borderline. Make sure "Apply to:" reads Cell and click "OK."
- G. Highlight cell 2 in row 4 and select "Borders and Shading . . .".
- H. In the preview window, remove the bottom borderline. Make sure "Apply to:" reads Cell and click "OK."
- I. Highlight cells 3-5 in row 5 and select "Borders and Shading . . .".
- J. In the preview window, remove the left, middle, and right borderlines. Make sure "Apply to:" reads Cell and click "OK."

- K. Highlight cells 4-5 in row 6 and select "Borders and Shading . . .".
- L. In the preview window, remove the top, bottom, middle, and right borderlines. Make sure "Apply to:" reads *Cell* and click "OK."
- M. Check out your game pattern with "Print Preview."The

## Step V. Insert clip art or graphics. Build on your theme.

- A. Move your cursor to the bottom of the page, outside of the table.
- B. Click the Insert menu at the top and select "Picture," and "Clip Art . . .". A task pane on the right or a dialog box should open. Enter "boats" (or your own) in the "Search text:" box and click Search.
- C. Double-click your choice to insert. It should appear partially at the bottom or on an added page.
- D. Click on your picture once. (It should become outlined with black squares marking the corners and borderlines.)
- E. Click the Format menu at the top and select "Picture . . ." to open the Format Picture window.
- F. Click the Layout tab, select "In front of text," and click "OK" (see illustration).



- G. You should now have white circles marking the corners and borderlines of your picture. Click and drag it from the center, place it where you like, and resize it.

H. Repeat Step V, A-G to insert 2-3 more pictures to the gameboard.

## Step VI. Insert text.

- A. Place your cursor in the cell where you wish to insert text and select "Table Properties . . .".
- B. Click the Cell tab and choose the vertical alignment you want (top, center, bottom) and click "OK."
- C. Using the Formatting toolbar, set the font, etc. as you wish. Type your text. Use the attached example.
- D. To change the text direction for the Start and Finish cells, click the Format menu and select "Text Direction . . .". Choose the orientation you prefer and click "OK." (see illustration)
- E. Repeat Step VI, A-D for any other cells in which you wish to include text.

