

Word Game Boards



**Ready-Made Games & Game Boards
Created in Microsoft Word
Just Print and Play!**

Word game boards can be created for utilization in the classroom to reinforce or practice a variety of skills.

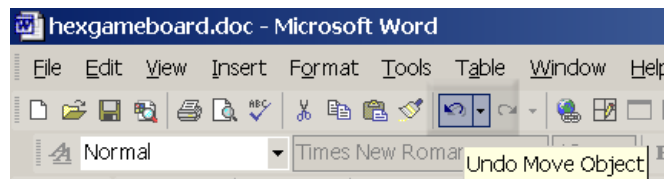
Suggestions for use: To play most of the games listed online players will need tokens, die, and question cards. Questions read orally by the teacher can be used to replace the question cards. The basic premise for using the games listed below is as follows:

1. Player rolls die or spins to determine number of moves (a [Printable spinner](#) is available at the website).
2. Player does not move until he/she answers the question on the game card drawn.
3. Player is then given a question either orally or from the printed game card. Questions could include vocabulary, spelling, science, social studies, or Word Wall words. A good source for questions can be found at Quia (<http://www.quia.com/web>). Using Internet Explorer, questions found online can be copied and pasted on the game cards.

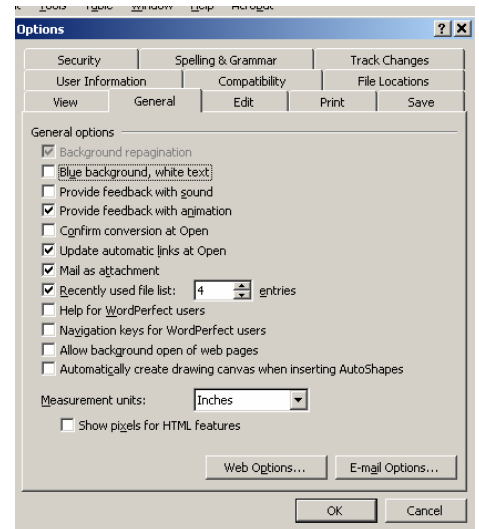
These cards can be created in Word using the [Game Card Template](#) found at the website. The game card can be printed on Avery Business Cards #5376 which can be folded and separated for use. A template is also available for [Avery Business Card 8371](#).



If you choose to download one of the game board templates to modify in Word you will need to do a bit of formatting or tweaking to make it fit together with your images or text. A level of frustration can be avoided if you use the undo arrow in Word when your game board no longer looks the way you desire. Word will undo actions until the file is saved.

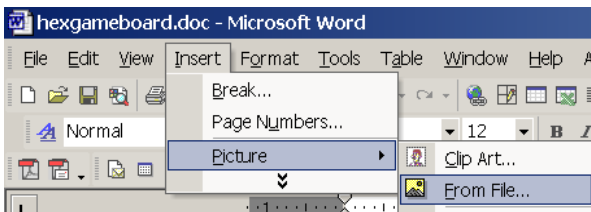


Note: Word XP creates a drawing canvas whenever a text box is inserted. To prevent this, click **Tools** from the top menu...**Options**...Click the **General Tab** and uncheck the last option, **Automatically create drawing canvas when Inserting AutoShapes**.



Pictures

Your own pictures or clipart can be added to the game board templates, but they will need to be formatted and possibly



resized. To add a picture click **Insert** from the top menu line...**Picture**...**From File**...and locate where your image is stored (for example: 3 1/2 Floppy A: or a folder on C:)

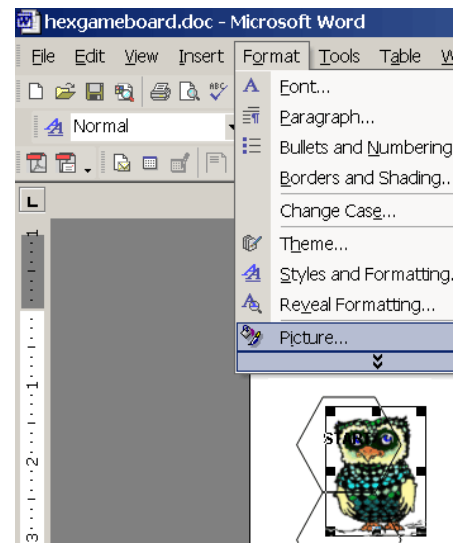
Choose the picture file name and click the **Insert** button.

Use the resize tool to make the image smaller or larger. Move the mouse to a corner of the picture. When it becomes a line with arrows at ends, click and drag inward to make the image smaller. When it becomes a line with arrows at ends, click and drag outward to make the image larger. Note: this could distort the image.



Formatting

Before you can move an image you must format it first. Click the image one time until you see a box with small black boxes appear around it. Click **Format** from the top menu line and choose **Picture** (this will be the last choice in the Format dropdown). If you are formatting a shape the last choice that needs to be selected will be **Auto Shape**.

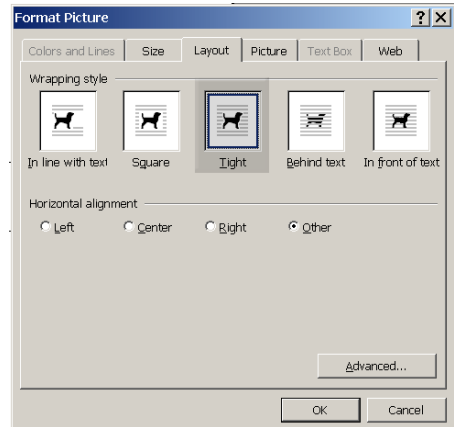


Click the **Layout** tab (in Word 97 the term used will be *wrapping*) and pick **tight** or **square**.



You will know the image is wrapped when you see the white circles around it.

Click **OK**. The image will now be moved anywhere on the game board using the onscreen [move tool](#) or arrow keys on the keyboard.

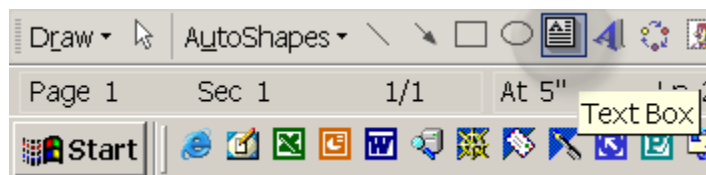


Move the mouse over the image until it changes into 2 crossed arrows. This is the **move tool** (see below). When the mouse changes into this shape, click and drag it to the desired location. The image will appear as a dashed box.

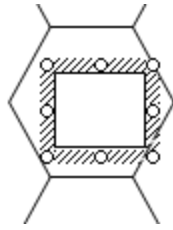


Text Boxes

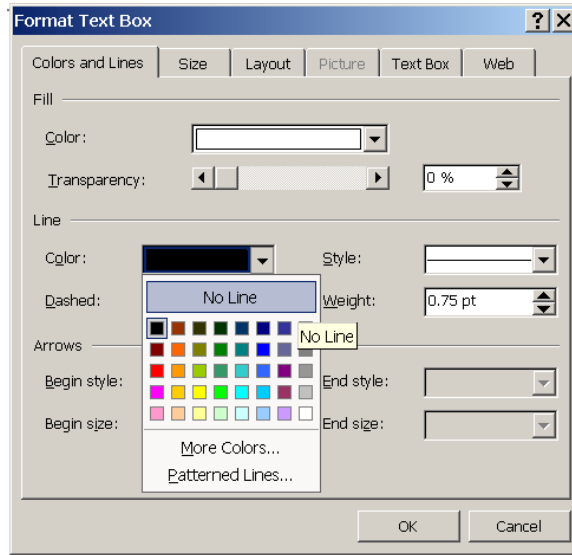
If text is to be added to the game board layout it is best accomplished through the use of the text box feature. The text box tool can be found in the **Drawing** toolbar at the bottom of your screen. (Note: If a toolbar has been removed it can be replaced by clicking **View** from the top menu line...**Toolbars**...check the desired toolbar.)



Click and drag the mouse in the desired location on the game board to draw the textbox.



To format the textbox, click it one time. Click **Format** from the top menu line...**textbox** (this will be the last option in the dropdown menu). To remove the line that will appear around the box click the **Colors and Line Tab** and choose the **No Fill** option under **Lines**.



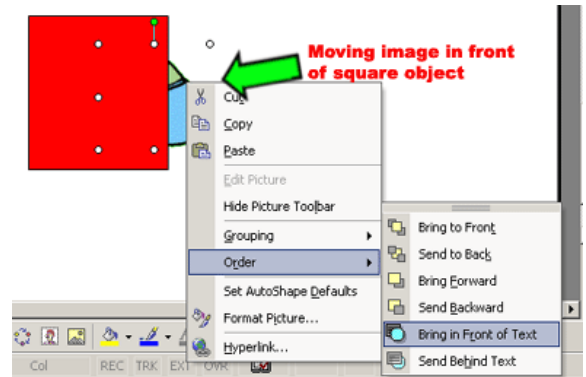
Format the layout for the textbox in the same manner as clipart (see directions above). Click **OK**. The textbox can be moved in the same way as pictures. To view the move tool you must place the mouse over the border lines on the text box.

Order

If an object appears behind on top of another object it can be moved. To do so, right click the object that needs to be moved and click **Order**.

Choose to move image to Front, Forward, or in Front of Text.

(NOTE: This last option is not available in older versions of Word.)



Grouping

After the game board layout has been created it may be helpful to group the layout as one object. This will prevent movement of the layout as clipart or text boxes are added. To do so follow these steps:

- Use the Zoom feature on the standard toolbar to zoom to 25%. This will give you a bird's eye view of the layout.
- Holding the shift key, click each object in the layout until you get to the last object. Holding the mouse very still **right-click** the last object and choose **Grouping...Group**. This will merge all objects into one creating one layout of the game board and will save hours of shifting the layout pieces when clipart or text boxes are added.
- If you need to ungroup the layout at anytime right click the layout and choose **Grouping...Ungroup**.

