Microsoft Excel Crossword Puzzle

1. On graph paper, sketch out your crossword puzzle. You'll need to know how many columns wide your puzzle will be and how many tall.
2. Open Microsoft Excel.
3. Set up the grid for the puzzle. Select the columns and rows that will contain your puzzle plus at least one additional row for the puzzle title. You might want to select additional columns and rows to allow for blank lines, graphics, etc.
   a. Change the width of the columns that will contain your puzzle by going to **Format** & then **Column Width**. Change the width to be 4.00.
   b. Change the height of the rows that will contain your puzzle by going to **Format** and then **Row Height**. Change the height to be 24.00
   c. While these are selected, you may want to format all cells to be centered and set the font and font size. A good font size is probably 16-18 depending on the font selected. Each cell has its own formatting so if you don't do these things when you have multiple cells selected, you will have to do it individually for each cell.
   d. You can now unselect the rows and columns.
4. Add a title for your puzzle above the puzzle area – this will usually be on row 1. Select the cells for your title and then click on **Merge & Center** to allow your title to cross multiple cells.
5. For each item in your crossword, select the cells where the answer will go and then use the **Borders** drop down to select **All Borders** to put boxes around your answers.
6. Type the answers for your crossword into the correct boxes.
7. Now, enter clue numbers in the boxes where they belong. You can't type 2 things in a cell with different formatting so to do this you have to "trick" Excel:
   a. Use **Insert / Shapes** and draw a tiny rectangle over the upper left corner of one of the cells which should contain a clue number. Set the fill for the rectangle to **No Fill** and the outline for the rectangle to **No Outline**.
   b. Set the font size to something small - probably 6-8 and type the clue number in the box you just drew. You may also have to set the font color since the default color is often white.
   c. Click on the outside of the shape drawn in 7a and then Copy it.
   d. Click in another cell that should have a clue number and Paste.
   e. Change the clue number in the box.
   f. Repeat 7d & 7e for all of the clue numbers in your puzzle.
8. Type your clues below your puzzle.
   a. Select cells that are ½ the width of the puzzle and use **Merge Across** to merge the cells together.
   b. Type a heading for Across
   c. On the row below your heading for Across, **Merge Across** again and type in the clues for the across words in the puzzle.
   d. Resize the clue box height as needed to fit all of the clues.
   e. Repeat 8a-8d for the Down clues below the other ½ width of the puzzle.
9. You can optionally fill in unused cells with black to make this look more like a real crossword puzzle.
10. Before you print, use **Print / Print Preview / Page Setup / Page** to make sure your puzzle fits on a single page.

Some Free Sites where you can create crosswords:
- http://worksheets.theteacherscorner.net/make-your-own/crossword/crossword-puzzle-maker.php
- http://www.puzzle-maker.com/CW/
- http://www.armoredpenguin.com/crossword/
- http://puzzlemaker.discoveryeducation.com/CrissCrossSetupForm.asp

You can download and install a freeware program to create crossword puzzles at: http://www.eclipsecrossword.com/ - This works on Windows Only.

Sample Computer Terms Crossword

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2										¹C	P	U			
3					²S					H			³H		
4				⁴M	O	N	I	T	O	R			A		
5					F					O		⁵U	R	L	
6					T			⁶E		M			D		
7					W			D		E			W		
8					A			M					A		
9		⁷M	I	C	R	O	S	O	F	T	W	O	R	D	
10					E			D					E		
11							⁸M	O	U	S	E				

ACROSS

1. The brain of the computer
4. Output device which displays data which has been entered into a computer
5. Uniform Resource Locator - a logical Internet address
7. Program used to write essays, reports, letters, and other documents
8. Input device for controlling the cursor on the screen

DOWN

1. Google's Web Browser
2. A set of instructions that tells the computer how to perform specific tasks
3. Physical components of a computer such as the keyboard, mouse, monitor, etc.
6. Educational Social Media website used for computer classes