This Activity is used to create a Crossword Puzzle of different terms. This can be a graded Activity.

- Click the **Insert** tab on the **Menu Bar**.
- Move the mouse pointer over **Activity**.
- From the list that appears, click **Crossword**.
- The **Crossword Activity** window will display (see illustration below left).

- Add the first word and clue in the appropriate boxes.
  - Do not use spaces between words in the Word box.
  - If spaces are used, a blank space will appear in the Crossword Puzzle.
- Click the **Add to List** button.
- The **Word** and **Clue** will appear in the **Words Available** box.
- To **Edit** the **Word** or **Clue**:
  - Click the **Word** in the **Words Available** list.
  - Click the **Edit** button.
  - Click the **Add to List** button.
- Continue this process until all the **Words** and **Clues** have been added.
- Click the **Options Tab** (see illustration above right) to input the **Instructions** for the **Activity**.
- Click the **Show Restart Button** option. This will allow the students to restart the Activity.
- Click the **Display Inline** check box if the **Activity** is to display directly within the Lesson.
Click the Play Feedback Sounds check box to allow the Activity to play a sound when Feedback is selected.

Click the Make List tab.

Select the Puzzle Type:

- **Random** – When this option is selected, each time the puzzle is displayed a new puzzle will be generated. Once this option is selected, click the OK button to return to the Main Entry Window.

- **Static** – This option generates the same puzzle each time it is displayed.

If Static was selected, click the Create Puzzle button.

An image of the Puzzle will appear in the next window (see illustration below).

This window allows you to select the puzzle format that you want to use.

Click the Generate A New Puzzle button to select the puzzle that is to be displayed.

Click the Use this Puzzle button to close the window and return to the Crossword Activity window.

Click OK to return to the Main Entry Window.

The Crossword Activity will display when it is viewed in the Web Browser as shown in the illustration on next page.
Solve the crossword puzzle.

Across
1.) Used to insert images from the Web.
4.) Changing the font, color, or other attributes of a document.
6.) Can be used to check spelling and grammar in a document.

Down
2.) Used to insert images from your computer
3.) Used to create a group of personalized letters, labels, or envelopes.
5.) A predefined format that can be applied to a heading or paragraph.