Make a Concentration Game in Word

Step One: To Create the Cards

- 1. Open Microsoft Word
- 2. On menu bar click View>Toolbars and make sure that Standard, Formatting and Drawing have a check mark beside them
- 3. Click File>Page Setup and then click the Margins tab. Change left, right, top and bottom margins to .75". Do not change the Gutter or Gutter Position. Click OK.
- 4. Click Tables>Insert>Table Under table settings change to 2 columns and 3 rows.

Insert Table		X
Table size		
Number of <u>c</u> olumns:	2	* v
Number of <u>r</u> ows:	3	*
AutoFit behavior		
Sixed column width:	Auto	\$
O Auto <u>F</u> it to contents		
🔘 AutoFit to win <u>d</u> ow		
Table style: Table Grid	AutoFor	mat
Remember dimensions for	new tables	
ОК	Can	cel

A small table will appear in your document.

- 5. Click and drag to highlight the entire table.
- 6. Click Table>Table Properties, click the Row Tab, and then click the Specify Height box. Type 3 in the box and then click ok.

	Table Properties 🔹 🤶 🗙
	Table Row Column Cell
	Size
	Rows 1-2:
	Specify height: 3 🛟 Row height is: At least 💙
	Options
	Allow row to break across pages
	Repeat as header row at the top of each page
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K	
	OK Cancel

7. Save Your Work

Step Two: Add Text and Graphics to Your Game

- 1. Click and drag to highlight all the cells in the table.
- 2. Right Click on the Table>Table Properties>Cell, Select Center, and click OK. The information will now be centered in middle of the cell.
- 3. To increase the border size of the table for ease of cutting, click the border of the table, you will see small white squares around the table.
- 4. Click Table>Table Properties>Table, and then select Borders and Shading. You will then select the desired border size and click ok.

<u>T</u> able	<u>R</u> ow	Column	C <u>e</u> ll			
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lignment		4		In	dent from	left:
					0"	~ ~
Left		<u>C</u> enter	Right			
Text wrap	ping					
None		Around			Positioni	ng
			4			
		Border	s and Sha	iding	Option	s
				ОК	Car	ncel

5. Save Your Work

Note: To create more than three pairs of matching cards, increase the number of rows you have created in the table in multiples of 3.