



“Happy Valentine’s Day”



A Fun Keyboarding/Word Activity

How many of you remember in school trying to make the most words out of a holiday or special occasion title your teacher wrote on the board? Below is a quick keyboarding activity to do with your students using this type of activity, while also showing your students useful tools in Word or Google Docs.

Directions:

- Instruct students to create a new document in **portrait orientation**.
- Have students set the **Margins for .25”** all around.
- Have students key the title or words to be used: In this case, **Happy Valentine’s Day** at the top in **Bold, 14-point font size**, then enter down a couple of lines.
- Instruct students to set layout for **2 Columns**. Instruct students to go to the first line in the left column.
- Instruct students to turn on **Numbering**. This is a nice feature to use since it numbers the list, and the students will know exactly how many words they have at the end or at any given time.
- As an individual or in groups, have students begin to create words using the letters in the title. You can determine your guidelines, such as having to use only letters in the words, no proper names, etc.
- Time the students for **5 or 10 minutes**. You may at intervals ask the students how many words they have—this will motivate others to think of more words.
- When finished, have the students do a **Sort** on the words in order to alphabetize them—this allows them to see duplicates easily.
- Walk about room checking the students’ work.
- Have students share words created.
- Give prizes to the person or team who has the most correctly used words. You can also award prizes for: the longest word, the most unusual word, etc.
- What others features can you add to this activity? Share!!!
- This activity can be duplicated for any holiday or special event!!!

Have Fun!!!!

H. Roger Fulk
roger.fulk@wright.edu
or
rfulk@edisonohio.edu