



How to Make a Bingo Template in MS Word Print Directions

Type a title such as: **Computer Vocabulary**
Select your title. **Center** it. Change the size to **20**. **Save**.

Click on **Table**, **Insert**, and **Table**. Make your table **5** columns and **5** rows. Click **OK**.
Save.

Select your whole table. **Center** justify. Change the size to **18**. **Select Bold**. **Save**.
1st row, 1st column: Hit **Enter 3** times. Do this for each row. **Save**.
Insert a **clipart** picture into the **middle** cell. **Save**.

Write a **vocabulary word** in each cell. **Save**.
Once you have the 1st card completed, select, cut and paste at least 5 words into other cells to create different cards. Continue until you have a small group's worth of cards.

How to Make a Bingo Template in MS Word Student created - play on computer

Type a title such as: **Computer Vocabulary**. Hit **Enter** and type in your name.
Select your title. **Center** it. Change the size to **20**. **Save**.
Select your name. **Center** it. Change the size to **16**. **Save**.

Click on **Table**, **Insert**, and **Table**. Make your table **5** columns and **5** rows. Click **OK**.
Save.

Select your whole table. **Center** justify. Change the size to **18**. Change letter color to **red**. **Select Bold**. **Save**.
1st row, 1st column: Hit **Enter 3** times. Do this for each row. **Save**.
Insert a **clipart** picture into the **middle** cell. **Save**.


Write a **vocabulary word** in each cell. **Save**.

To play: if you have the word that is called out, double click on it to select it, and then change the color from red to blue. 5 in a row is a BINGO!



Computer Vocabulary

Mrs. Western

tilde	home row	font	document	icon
WordArt	alignment	header	keyboard	toolbar
word processing	software		mouse	text box
cpu	folder	speakers	toolbar	portfolio
home keys	desktop	spreadsheet	shift	print preview