

## Microsoft Office Card Game

# Contributor's Notes

### Preparation

- Suggest double sided printing, directly onto white card and laminating for prolonged protection.
- For stronger cards, print on separate sheets of card and place back to back before laminating.
- Please note that to minimise file size / download time only one set of card backs has been provided. For a full set of cards backs print 21 copies of page 4 and 1 copy of page 23 and then feed these back into the printer as needed. A copy of the original Word document is available from the author upon request.

### Differentiation

- For basic skills students, a small reward system encourages participation. This also aids those students with reading, speaking & listening and turn-taking skills.
- Start by only the most basic tools used and progress through by adding a few more as students become more accustomed to using the tools.

### Activity 1

- Using set 1, picture cards only, show learners one picture at a time of the most basic tools and ask them to tell you the function of each tool.

### Games (2 – 4 player groups).

#### Memory game

- Shuffle each pack separately and place face down on table.
- Each player turns over two cards – one from each set (backs are numbered set 1 & set 2).
- Players should memorise where the picture and written answer cards (Matched Pairs) are and when they turn over a matched pair, they keep them.
- The player with the most matched pairs of cards at the end is the winner.
- 'Croaked by the Frog' cards are used to 'Miss a Turn'.
- Extra turn cards are used to give players an extra go.

#### Alternative game

- One person holds all written cards while the picture cards are dealt out among players.
- The person holding written cards draws one out at a time and reads the description.
- Whichever player has the corresponding picture takes the description card and makes their pair.
- Last player to pair all their cards is the winner.

#### Extension activities

Bonus cards: use for bonus questions.

If player draws a matched pair of bonus cards, they answer an extended bonus question to gain extra points.

Give 1 point for each matched pair.

Give 1 point for each correct answer.

If bonus question is answered incorrectly the player loses a point.

The winner is the person with the most points.

The kind of questions you ask could include:

- Which tool is used to open a new document?
- How do you change the style of the font?
- How do you change the size of the font?
- Which shortcut keys should you use to copy all the text and images on a page?
- Which shortcut keys would you use to paste text or images onto a document?
- What is another way of inserting a picture into a document?
- Name 3 ways of selecting the entire contents of a document.

As the learners become accustomed to the tools make the questions a little more complicated.

You can probably think of more games to be played with these cards, these are just examples of their use.

If you need any more tool cards, which are not included in this pack, please contact me via email with the name of the tool cards you need.

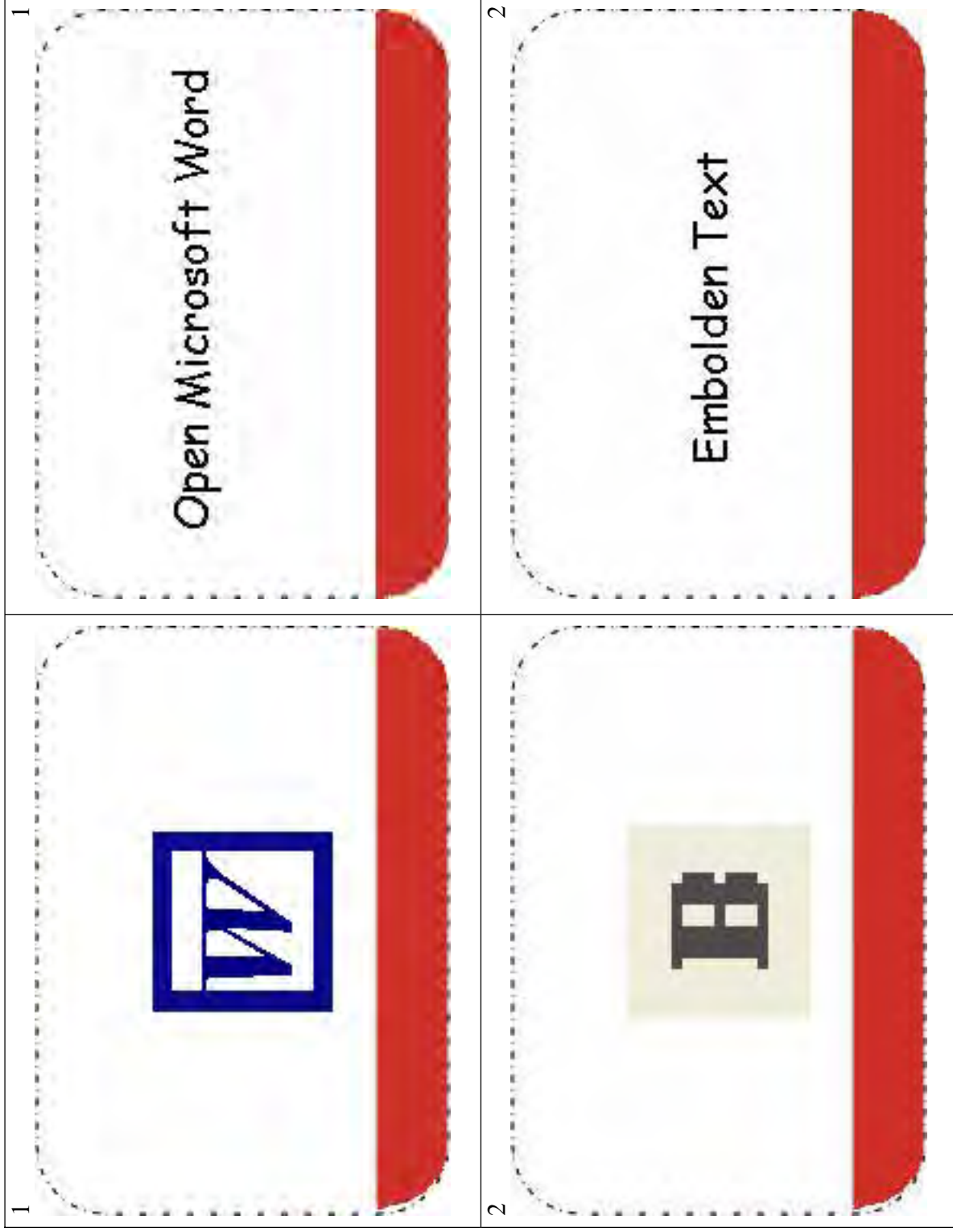
Email: [I\\_maguire@tiscali.co.uk](mailto:I_maguire@tiscali.co.uk)

## Microsoft Office Card Game

## Contents List for Microsoft Office Game

	<u>Pictures</u>	<u>Written</u>
1	Word Icon	Open Microsoft Word
2	Embolden Icon	Embolden
3	Underline Icon	Underline
4	Italic Style Icon	Italic Style
5	Justify Left Icon	Justify Left
6	Centre Justify Icon	Centre
7	Justify Right Icon	Justify Right
8	Fully Justify Icon	Justify
9	Search Icon	Search in Document
10	Spelling and Grammar Icon	Spelling Checker
11	Print Icon	Print a Document
12	Open Icon	Open a Saved Document
13	Save Icon	Save Your Document
14	Email Icon	Email
15	Font Colour Icon	Change Font Colour
16	Copy Icon	Copy Text or Image
17	Paste Icon	Paste Copied Image or Text
18	Cut Icon	Cut Text or Image From Document
19	Line Spacing Icon	Set Line Space Size
20	Insert Picture Icon	Insert a Picture
21	New Blank Document Icon	Open a New Document
22	Format Painter Icon	Format Painter Tool
23	Numbering Icon	Numbering
24	Bullets Icon	Bullets
25	Insert Hyperlink Icon	Hyperlink Tool
26	Tables and Borders Icon	Tables and Borders
27	Font Icon	Change Font Style
28	Font Size Icon	Use This to Change the Size of Your Font
29	Decrease Indent Icon	Decrease Indent size
30	Increase Indent Icon	Increase Indent Size
31	Insert Table Icon	Insert a Table
32	Insert Microsoft Excel Worksheet Icon	Insert Excel Worksheet
33	Office Assistant Icon	Ask Him For Help
34	Show/Hide Icon	See Spaces Between Words or Paragraphs
35	Microsoft Word Help Icon	Use this icon to show the office assistant and ask for help
36	Styles & Formatting Icon	This tool opens the styles and format window
37	Styles & Formatting Text Icon	This tool sets the heading style and format in a document
38	©Frog Icon x 2	Croaked by the Frog – Miss a Turn x 2
39	©Egg Timer Icon x 2	Bonus Question x 2
40	©Card in Hand Icon x 2	Take an Extra Turn x 2
41	©Card Backs Set 1	Microsoft Office Tools Game Set 1
42	©Card Backs Set 2	Microsoft Office Tools Game Set 1



## Microsoft Office Card Game





Microsoft Office Card Game



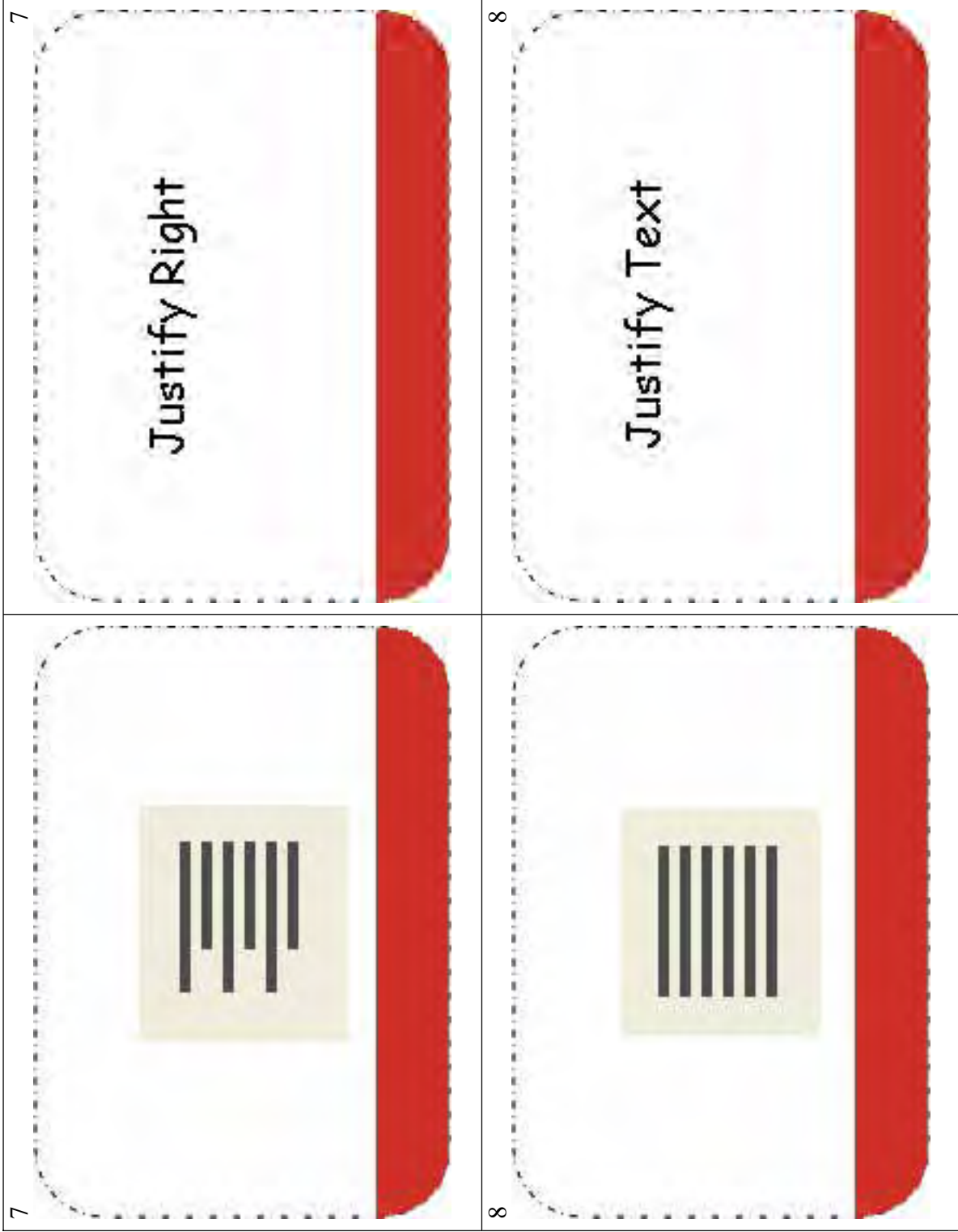
# Microsoft Office Card Game

<p>3</p> 	<p>3</p> <p>Underline Text</p>
<p>4</p> 	<p>4</p> <p>Italic Style</p>



# Microsoft Office Card Game

<p>5</p> 	<p>5</p> <p>Justify Left</p>
<p>6</p> 	<p>6</p> <p>Centre Text</p>

# Microsoft Office Card Game





# Microsoft Office Card Game



<p>9</p> 	<p>9</p> <p>Search in Document</p>
<p>10</p> 	<p>10</p> <p>spelling checker</p>



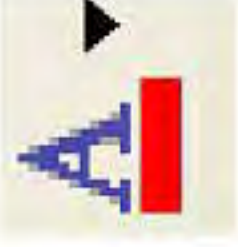

### Microsoft Office Card Game

<p>11</p> 	<p>11</p> <p>Print a Document</p>
<p>12</p> 	<p>12</p> <p>Open Saved Document</p>



### Microsoft Office Card Game

<p>13</p> 	<p>13</p> <p>Save your document</p>
<p>14</p> 	<p>14</p> <p>Email</p>



# Microsoft Office Card Game

<p>15</p> 	<p>15</p> <p>Change font colour</p>
<p>16</p> 	<p>16</p> <p>Copy text or image</p>



# Microsoft Office Card Game

<p>17</p>  <p>17</p>	<p>Paste copied image or text</p> <p>17</p>
<p>18</p>  <p>18</p>	<p>Cut text or image from document</p> <p>18</p>

# Microsoft Office Card Game

<p>19</p>  <p>19</p>	<p>19</p> <p>Set line space size</p> <p>19</p>
<p>20</p>  <p>20</p>	<p>20</p> <p>Insert a picture</p> <p>20</p>

# Microsoft Office Card Game

<p>21</p> 	<p>21</p> <p>Open a New Document</p>
<p>22</p> 	<p>22</p> <p>Format painter tool</p>

# Microsoft Office Card Game

23



23



24



24



## Microsoft Office Card Game

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Hyperlink tool

25

26


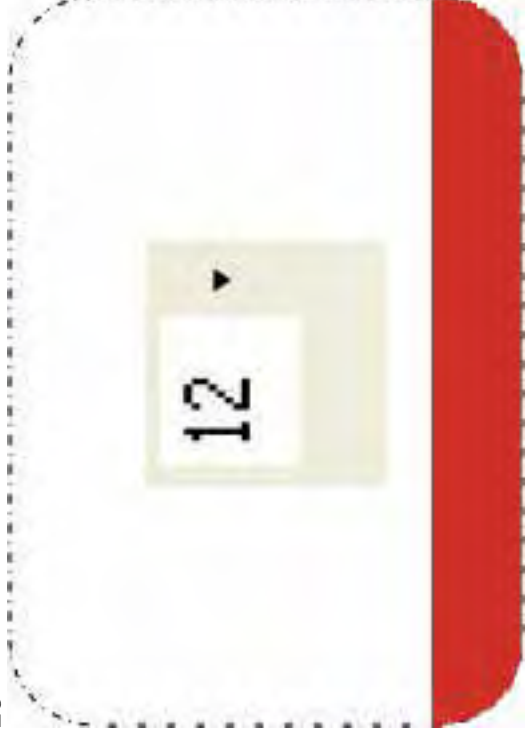


Tables and borders



26





# Microsoft Office Card Game

<p>27</p>  <p>Times New Roman ▼</p>	<p>27</p> <p>Change font style</p>
<p>28</p>  <p>12 ▼</p>	<p>28</p> <p>Use this to change the size of your font</p>

### Microsoft Office Card Game

<p>29</p>  <p>Decrease indent size</p>	<p>29</p> <p>Decrease indent size</p>
<p>30</p>  <p>Increase indent size</p>	<p>30</p> <p>Increase indent size</p>

## Microsoft Office Card Game

<p>31</p> 	<p>31</p> <p><b>Insert a table</b></p>
<p>32</p> 	<p>32</p> <p><b>Insert Excel Worksheet</b></p>

### Microsoft Office Card Game

33



Ask him for help

33

34



See spaces between  
words or paragraphs

34

## Microsoft Office Card Game

35



Use this icon to show  
the office assistant  
and ask for help

35

36



This tool opens the  
Styles and Formatting  
window

36

## Microsoft Office Card Game

37

37



## Microsoft Office Card Game



Microsoft Office Card Game

38



**Croaked by the frog.  
Miss a turn.**

38

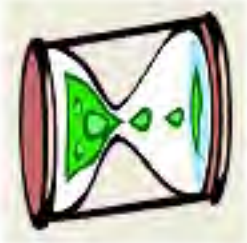


**Croaked by the frog.  
Miss a turn.**



Microsoft Office Card Game

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39

**Bonus Question**



**Bonus Question**

# Microsoft Office Card Game

40



40

Take an extra turn

40



40

Take an extra turn