**Create a MAZE!**

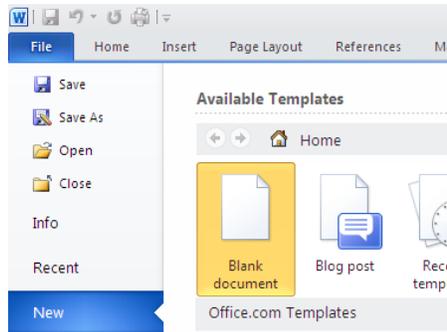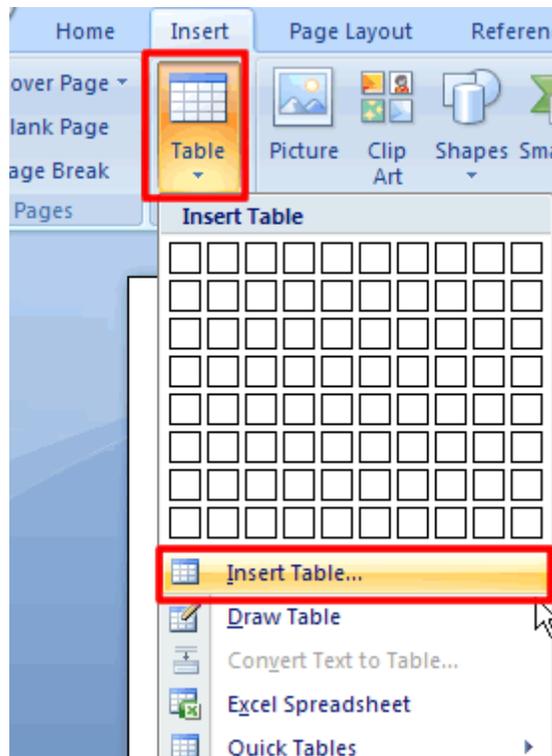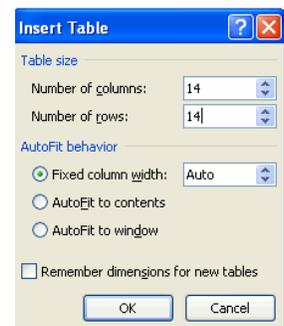**Start Microsoft Word 2010:**

**Select new blank document:**

**Insert a Table:**

**With the Insert tab selected click Table then select Insert Table:**

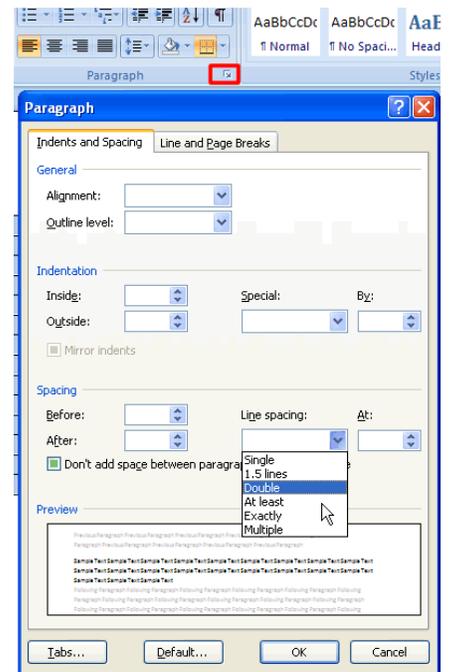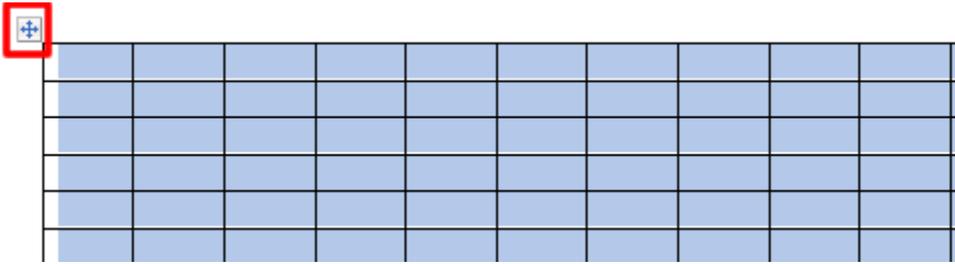**At the Insert Table dialog box select 14 for the number of columns and 14 for the number of rows.**

**Click OK to place the table in your document.**

**Double Space the Cells:**

**Select the table by clicking on the arrow at the top left hand side of your table. Your table should turn blue indicating that it is selected.**

- **With the Home tab selected click on the arrow on the Paragraph section to open the Paragraph dialog box. Select Double for Line spacing:**
- **Click OK to apply. Your cells should now appear double spaced.**

**Include Start and End in the Grid:**

**Type the words Start and End in the Grid. An example would be to type Start in the upper left hand corner and the word End in the bottom right hand corner. You can put your starting and ending position anywhere you want in the grid.**

**Erase Cell Walls:**

**Click on the Design tab and on the Draw Borders section select the Eraser tool:**
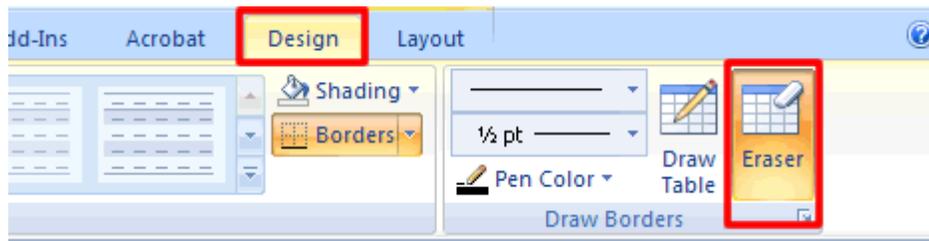
**Begin clicking on the cell walls you want to erase. You should be clearing a path to get from your Start to your Finish Point:**
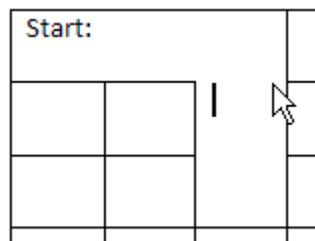
**Develop a Theme for Your Maze:**

Develop a theme for your maze (sports, butterflies, etc.). I chose a crab them for this lesson. Find a clipart that fits the theme of your maze. Insert the clipart in your maze following the directions below:

First you will need to increase the size of your cell in which to place your ClipArt picture. If you do not merge cells to enlarge the area the other cells in your table will become distorted. Click inside one of your cells that you want to place your clipart and while holding down the left mouse drag over several of its adjacent cells to select them.
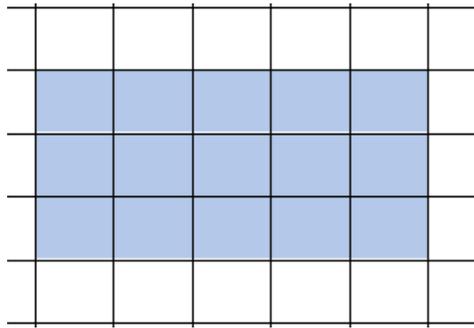
To merge the cells with the Table Tools tab still active, click Layout the Merge Cells:
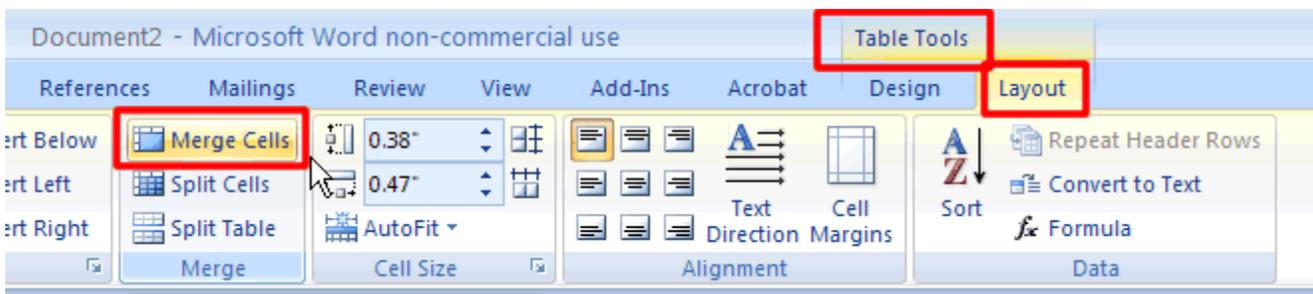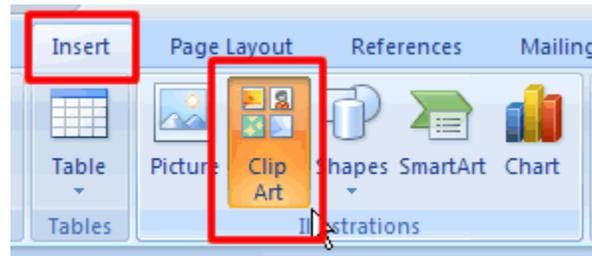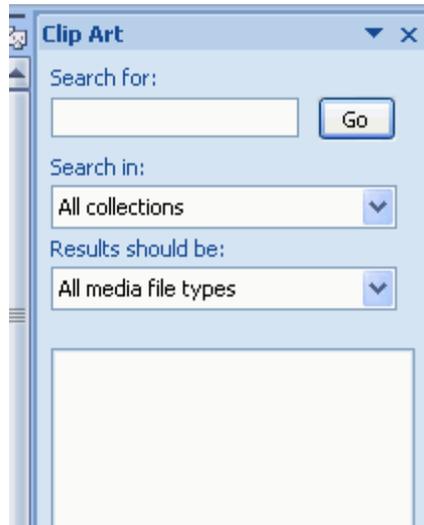
The cells should now be merged as shown below:
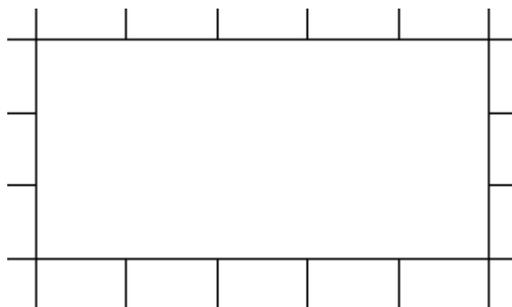
Now you will insert a clipart image into the open space.

**Insert Clipart:**

With the Insert tab selected click on the ClipArt button:

**This open the ClipArt Task Pane. Type in a descriptive word for what you want to find in the Search for text box then click the Go button.**



**This populates a list of clipart images. Click once on the picture to place it on your page.**

**Insert a WordArt Title:**

**First you need to move your table down to insert your WordArt at the top of your page. Place your cursor in the first cell of the first row and hit the Enter key. Your cursor should now appear above the table.**

**Click the Center Alignment button on the Home tab to place your cursor centered on your page.**



**With the Insert tab selected locate the WordArt button and click on it to view the options you have. Select one then key the words you want to appear as the text you want to appear centered at the top of your maze.**
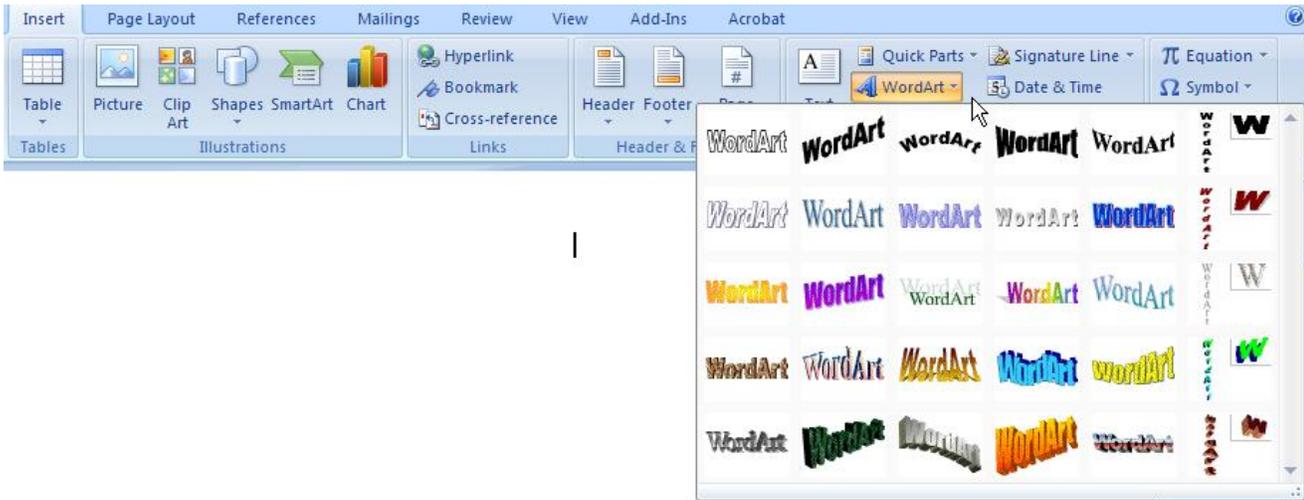


**Click OK to close the dialog box.**

**Include Your Name Somewhere on the Page.**

**Save to the Tables Folder as Maze Project**