

S U M M E R

K E Y B O A R D I N G

P A C K E T



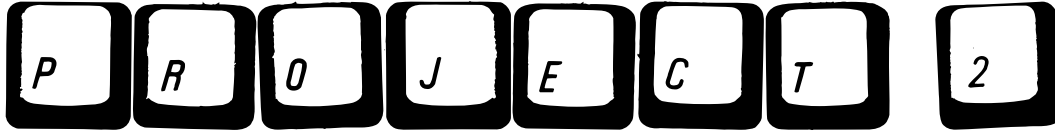
Created and Compiled by:

Mrs. Wing



- Open a blank Word document.
 - Save the document in your Keyboarding folder/Assignments folder and name the file Summer Keyboarding Packet
 - You will begin a new page for each Project but only create one document. So, as soon as complete one project, enter down to the next page and begin the next project.
 - Label each project at the top of the page.
 - Have fun!
1. Type your name and period at the top of your new document.
 2. Label your first page as Project 1.
 3. From the Home Tab/Paragraph Group, select the Numbered list icon.
 4. First type the list of scrambled words.
 5. Then after each scrambled word, hit the tab button twice and type the unscrambled word five times.
-

1. Wimmings swimming swimming swimming swimming swimming
2. on hoolsc
3. neercsnus
4. usn
5. eelsping ni
6. opol
7. nicpic
8. berabque
9. cavtiona
10. toh
11. ustgua
12. uljy
13. cei cearm rutck
14. lipf lopsf
15. nsuglasess



1. Enter down to the second page of your Keyboarding Packet document.
 2. Label this page as Project 2.
 3. Go to Page Layout Tab, change spacing after from 10pt to 0pt.
 4. Type the Riddles in Blue and the answers in green.
-

Q: Why do dogs sit in the shade?

A: Because they don't want to become HOT DOGS!

Q: What do you call a cow who lies on the floor?

A: Ground Beef!

Q: Why did the boy throw butter out the window?

A: To see the butter fly!

Q: How do you talk to a shark?

A: Long Distance!

Q: What did Kevin say when his angry brother walked out of the freezer?

A: Chill out dude!

Q: What question can you never answer yes to?

A: Are you asleep?

Q: Why did the hamburger go to the gym?

A: To get better buns!

Q: Why is a tree better than a watchdog?

A: It has more bark!

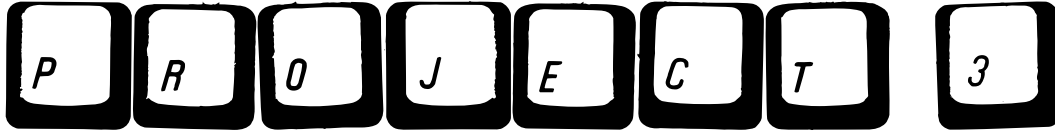
Q: What did the hot dog say when he crossed the finish line?

A: I'm a weiner!

Q: What do window screens wear in the summer?

A: Sunscreen!

<http://www.kidprintables.com/jokes/springsummer.shtml>



1. Enter down to the third page of your document.
 2. Take a minute to save your document.
 3. Label this page as Project 3.
 4. From the Home Tab/Paragraph Group, select the Numbered list icon.
 5. Type the title and format by changing the font, font size to 28, and center align it.
 6. Type the following 101 things.
 7. At the bottom of your list insert a clipart picture that has to do with one of the items on the list.
 8. Resize the picture to take up the remaining space on the page and center it.
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101 Things to Do On Summer Day

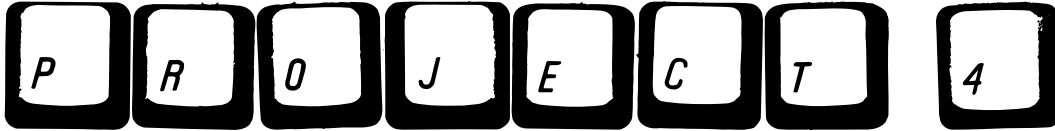
1. Go to the local swimming pool.
2. Jump on the trampoline with the sprinklers on.
3. Have a dodge ball tournament with at least six friends.
4. Go to your local library and check out a book.
5. Gather the neighborhood to play night games.
6. Go on a hike.
7. Have a picnic.
8. Go camping. Don't forget the bug spray and flashlight!
9. Volunteer to pick up trash along a hiking trail or at a park.
10. Play baseball/soccer/basketball/football with your friends.
11. Watch a Disney classic like Pinocchio or Cinderella.
12. Rearrange your bedroom to create a change of scenery.
13. Roast marshmallows and make smores.
14. Go to a farmers market and buy some fresh fruit.
15. Have an outdoor movie night with a portable DVD player or project the movie onto a sheet.
16. See how many different kinds of bugs you can collect around your house and identify them.
17. Visit the zoo or aquarium.
18. Go for a bike ride.
19. Have a garage sale. Help your parents clean out your closet for old toys and other things you don't use. But don't forget to get their permission first.

20. Start a garden. Grow tomatoes, cucumbers, peppers, carrots, and even a pumpkin to carve in the fall!
21. Go fishing. Don't forget your fishing license!
22. Ask a parent or sibling how to bake a yummy dessert.
23. Have all of your friends bring their board games and have a game night.
24. Start a hobby or make a craft like a model airplane or a cute headband.
25. Host a neighborhood Olympics. Plan out the events and even have an awards ceremony.
26. Have a campout in your backyard. Set up a tent and get out your sleeping bag.
27. Learn sign language or another foreign language.
28. Go to your state or county fair.
29. Take a trip to a factory that offers tours. Find out how they make their product and the history behind their business.
30. Create a skit with several friends and then have a performance for your families. Don't forget the costumes!
31. Fly a kite.
32. Learn how to tie dye something.
33. Create a message in a bottle. Buy a bottle, insert some sand and roll up a message you wrote and leave it for a friend.
34. Go to an amusement park.
35. Get a new pet.
36. Make a music video with a group of friends or a brother or sister.
37. Host a luau complete with Hawaiian punch, limbo pole, and tiki torches!
38. Visit your local fire house and ask for a tour.
39. Build a boat and have boat races at a nearby pond or lake.
40. Learn first aid or CPR.
41. Try soap carving. See what you can carve out of a bar of soap.
42. Play ultimate Frisbee.
43. Have a cousin that lives away give you the address of one of their friends and become pen pals.
44. Make playdough by mixing 1 cup salt, 1 cup water, ½ cup flour and cooking over medium heat in a saucepan. When it becomes thick and rubbery, remove from heat and knead in additional flour.
45. Take a stab at writing poetry.
46. Learn how to play chess.
47. Climb a tree.
48. Vacuum under couch cushions and keep the change.
49. Learn how to tie different kinds of knots.
50. Go bowling.
51. Buy a watercolor set and paint your mom a picture.

52. Go feed bread to ducks at a park.
53. Create an obstacle course with your friends or siblings.
54. Have a joke telling festival where everyone gets up on a stage and tells their jokes.
55. Find a star map and star gaze. Have a contest for who can identify the most constellations.
56. Go rock hounding. When you get home. Lookup the different kinds of rocks on the internet.
57. Have a BINGO tournament. Create BINGO charts on the computer and then play for candy prizes.
58. Learn how to sew.
59. Save rubber bands from newspapers that come and add them to a golf ball each day. See how big you can build the ball by the end of the summer.
60. Learn how to play an instrument.
61. Research a past US President and share what you learned with a parent.
62. Go rollerblading.
63. Make a hut out of blankets and furniture.
64. Jump rope.
65. Write a letter to your grandparents or other relative.
66. Find a crossword or word search on the internet to do.
67. Learn how to do Sudoku.
68. Learn how to do magic tricks and hold a magic show.
69. Have a three-legged or other relay race.
70. Learn what a cumulus cloud is and try to identify one.
71. Clean out underneath your bed.
72. Learn how to crochet or knit.
73. Copy an illustration out of a favorite book.
74. Create a flip book with illustrations or photographs.
75. Finger paint with pudding.
76. Create instruments using pots, pans, wooden spoons, rubber bands, and Kleenex boxes.
77. Make a map of your bedroom, house, or neighborhood.
78. Make a collage using pictures from an old magazine.
79. Plan a treasure hunt using several clues and a prize at the end.
80. Write a sci-fi story.
81. Learn origami.
82. Make a wind chime out of things found in your garage.
83. Memorize a poem.
84. Find an essay contest from your local library and enter. Many have cash prizes.
85. Start a club.

86. Play a video game.
87. Teach someone else how to play the video game. (See if you can teach your mom how to play!)
88. Have a water balloon fight.
89. Go the dollar store.
90. Listen to a story or book on tape. (Libraries usually have several books on CD).
91. Have a sleepover.
92. Learn to play tennis.
93. Go to a concert.
94. Hold a volunteer car wash where you wash neighborhood cars for free.
95. Learn yoga.
96. Go boating.
97. Create a slip-n-slide with black garbage bags.
98. Go to a miniature golf course.
99. Go to a water park.
100. Set up a badminton tournament.
101. Organize your closet or dresser.





1. Enter down to the seventh page of your document.
 2. Take a minute to save your document.
 3. Label this page as Project 4.
 4. First, type the letters of the alphabet, A-Z down the left-hand side of your document.
 5. Change your text alignment to center.
 6. Change your font to Credit Valley and type the following.
 7. When you are done typing Z, select the first letter of each word and make it bold and size 14 pt. font. Make the title bold and 14 pt. font too.
-

The ABC's of Summer:

August
Baseball games
Camping
Diving board
Egg-salad sandwiches
Frisbee
Garden
Hiking trails
Ice cream sandwiches
July
Kool-aid
Lake
Milkshakes
Nachos
Ocean
Pool
Quiet naps
Rollerblading
Sunscreen
Tan
Underwater adventures
Vacations
Wakeboard
eXcitement for fireworks
Yellow sun
Zoo

P R O J E C T 5

1. Enter down to the eighth page of your document.
2. Take a minute to save your document.
3. Label this page as Project 5.
4. Insert Wordart for the title.
5. Type the author below the title
6. Type the following Poem in 12 pt. font.
7. Insert a *relevant* clipart picture to the side of the poem.

Summer's Coming

By: Sophie Shaw

In my head I hear a humming,
Summer, summer, summer's coming,
Soon we're going on vacation,
But there is a complication,
Day by day the problem's growing,
We don't know yet where we're going.

Mother likes the country best,
That's so she can read and rest,
Dad thinks resting is a bore,
He's for fishing at the shore,
Sister says swimming's cool,
Swimming in the swimming pool,
I don't care,
I'd be happy anywhere.

In my head I hear a humming,
Summer, summer, summer's coming,
Soon we're going on vacation,
But we have a complication,
Day by day the problem's growing,
Where, oh where will we be going?

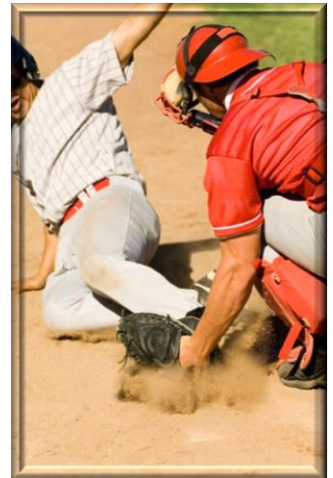


P R O J E C T 6

1. Enter down to the ninth page of your document.
2. Take a minute to save your document.
3. Label this page as Project 6.
4. Insert Wordart for the title.
5. Type the following Poem in 20 pt. font.
6. Insert **3** baseball clipart pictures below the lyrics.
7. Apply picture effects to all 3 clipart pictures.

Take me out to the ball game!

Take me out to the ball game,
Take me out with the crowd;
Buy me some peanuts and Cracker Jack,
I don't care if I never get back.
Let me root, root, root for the home team,
If they don't win, it's a shame.
For it's one, two, three strikes, you're out,
At the old ball game.





1. Enter down to the tenth page of your document.
2. Take a minute to save your document.
3. Create a coversheet for your packet. Include the following:
 - Summer Keyboarding Packet
 - Your Name
 - Your Class Period
4. Center align the title, name, and period.
5. Change font size to 36 pt.
6. Enter down and insert a summer clipart picture and resize so it fills your page.
7. Add a picture effect to your clipart picture.
8. After you are finished, print all ten pages putting your coversheet in front.
9. Staple the pages together and turn into the basket.

Congratulations! You have finished!

