CREATE A WEB QUEST USING MICROSOFT WORD

Create the Page

- Create a new, blank web page.
- Choose a background by click Format, Themes.
- Use Heading 1 Style the type the title of your Web Quest by clicking the drop down list arrow to the right of the Style text box and choosing Heading 1.
- Type the title text.
- Press the Enter key as needed.
- I have used the normal style to type the paragraph text I want to appear under the first title of my page. This can be changed to a more attractive font face after you have completed your page. We will use Word’s Style feature to accomplish this task later on.

Draw a Dividing Line

- Use the line tool from the drawing toolbar to draw a horizontal dividing line. **HINT:** If you hold the Shift key as you drag to create this line, the line will remain perfectly straight.
- After the line has been drawn, it can be formatted more attractively by using the line style tool from the drawing toolbar. Choosing “More Lines” from the available choices will give you the opportunity to format the line attractively. I have changed the style and color of the line by using the “Colors and Lines” dialog box in my example.
- After the line is to your liking, use the Ctrl+End key combination to bring your cursor to the end of the document and then press the Enter key as needed.
- Next, use the Heading 1 style to type the Task. **Try to type the actual task instead of the words “The Task.”** Use at least two paragraphs for the task. The first paragraph can be the bare essentials and the second paragraph could contain some motivating text.

Make a Copy of the Dividing Line

- Select the dividing line you created above.
- Hold the CTRL key as you drag a copy of the line under the task paragraphs.
- Use the Ctrl+End key combination to bring your cursor to the end of the document and press the Enter key as needed.

Create the Process Section

- Use Heading 1 style to type the title of the Process Section. Again, feel free to use language appropriate to the age group of your audience.
Press the Enter key and use the Bullets icon to start the bulleting feature. You can “jazz” up the bullet by clicking Bullets and Numbering. Customize from the Format menu. I’ve used a picture for the bullet in my example.

- Bullets are recommended when typing out steps or tasks to be performed. It helps the students to follow your plan.
- Press the Enter key twice when done with the bulleted section to end the automatic bulleting.

Make Another Copy of the Dividing Line
- Refer to the directions above if needed.

Create the Resources Section
- This is where you provided the hyperlinks the students will use to perform the tasks you have listed.
- Feel free to use bullets again if desired. Graphics can be used as hyperlinks as well as text.
- Insert a picture of the Owl by clicking on Insert, Picture, Clip Art. Reduce its size if needed by using one of the corner sizing handles.
- Type text next to it to describe the link to the students. Press the Enter key.
- Insert another picture. Size it appropriately.
  - Click the new picture and align it to the right by using the alignment icons from the Formatting toolbar.
  - Type appropriate text here. The text will be right aligned.
  - Hyperlink the picture and text by selecting it, clicking Insert, Hyperlink, and use the Browse button to find the links you want to use to guide your students.
  - Use the Ctrl+End keyboard command to move your cursor to the end of the document and press the Enter key as needed.

Copy the Dividing Line Again
See the previous directions if needed.

Type the Title for the Conclusion
Use the Heading 1 style to type the conclusion area.

HINT: Give your students directions on how to submit their work to you in this section.