

Keyboarding Halloween Packet
Activity #1: Creature Feature

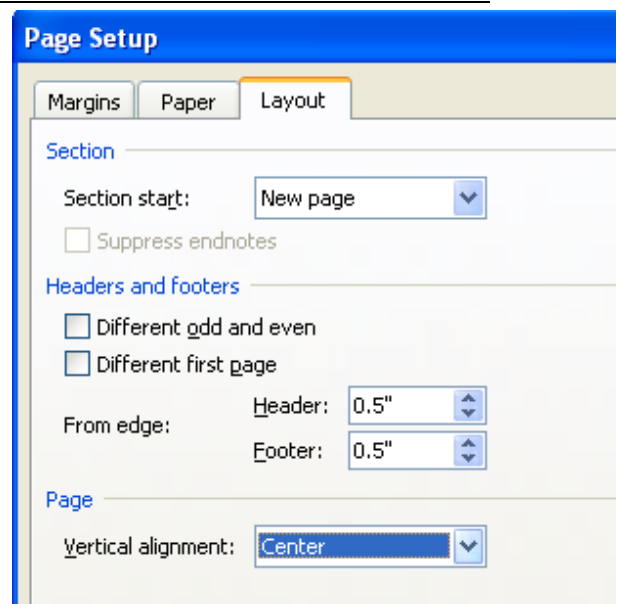
- Open Microsoft Word
 - Insert **Header with Name, Date and Period**
 - Click on the **numbering icon** to insert numbers.
 - **Key the following sentences with correct answers.**
1. Dracula likes to travel only at _____.
 2. The good side of Mr. Hyde becomes Dr. _____.
 3. This creature is famous for not being seen. He's the _____.
 4. _____ climbed to the top of the Empire State Building.
 5. If placed in the window, _____ will keep Dracula OUT!
 6. Wolf man becomes evil on nights with a _____.
 7. Cyclops have only one _____.
 8. Dracula is most comfortable sleeping in a _____.
 9. A werewolf can only be killed by a _____.
 10. Frankenstein is brought to life by _____.

Instructions:

When finished, save as **Activity 1** in your Halloween Folder on your network drive.

Vertically center the text by clicking on **Page Layout Tab**, then open the **Page Setup Group Dialog Box Launcher** by clicking in the bottom right corner of the group. Click on the **Layout (3rd) Tab**, then choose **Center** on Vertical Alignment Drop Down Menu. (see picture)

Resave and Go on to Activity 2.



Keyboarding Halloween Packet
Activity #2: Tongue Twisters with Page Border

- Open Microsoft Word
 - Insert **Header with Name, Date and Period**
 - Click on the **numbering icon** or bullet icon to insert numbers or bullets of your choice.
 - **Key the following tongue twisters:**
 1. Ghostly ghouls gather gleefully to golf on ghostly golf courses.
 2. Horribly hoarse hoot owls hoot howls of horror in Halloween haunted houses.
 3. Frankly, frankfurters fried in fish fat taste fresh and fine to Frankenstein.
 4. If big black bats could blow bubbles, how big of bubbles would big black bats blow?
 5. Dracula digs dreary, dark dungeons.
 6. Mr. Mummy mustn't mess up Mrs. Mummy's make up.
 7. Transylvanian tree trimmers are trained to trim the tallest Transylvanian trees.
 8. Seven seriously silly stepsisters try to sell sweater to severely sweaty sauna sitters.
 9. Which witch, Wanda wondered, would wish to wear a wrist watch?
 10. Professional pumpkin pickers are prone to pick the plumpest pumpkins.
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Instructions:

When finished, save as **Activity 2** in your Halloween folder on your Network Drive.

You may vertically center the tongue twisters. For instructions, see Activity 1.

Insert a **page border** around the page by clicking on **Page Layout Tab**, and choose **Page Borders** in the Page Background Group. Make sure you are on the "Page Border" Tab. You may choose the pull down labeled "**Art**" or "**Style**". If the color option is available on your border choice, you may change the color.

Resave with your changes and go on to Activity 3.

Keyboarding Halloween Packet
Activity #3: Halloween Riddles

- Open Microsoft Word
 - Insert **Header with Name, Date and Period**
 - **Read the following riddles. Pick 10 that you like and type them (riddle AND answer)**
 - Save as **Activity 3** in your Halloween Folder on your network drive.
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Why didn't the skeleton cross the road?

He didn't have the guts

What do skeletons say before they begin dining?

Bone appetite!

What do ghosts serve for dessert?

Ice Scream

Why do witches fly on brooms?

Vacuum cleaner cords aren't long enough

When is it bad luck to meet a black cat?

When you're a mouse.

What was the witch's favorite subject in school?

Spelling

What do you call a friendly dead Egyptian?

A chummy mummy

What do you call a skeleton who won't work?

Lazy bones

What do you call a fat Jack-O-Lantern?

A Plumpkin

Where do baby ghosts go during the day?

Daycare centers

Why don't skeletons like parties?

They have no body to dance with

What kind of mistakes do spooks make?

Boo boos

What monster files his kite in a rain storm?

Benjamin Frankenstein

What was the favorite game at the ghosts' birthday party?

Hide and shriek

How does a witch tell time?

She looks at her witch watch

How does a monster score a football touchdown?

He runs over the ghoul line

What do the birds sing on Halloween?

Twick or Tweet

What is transylvania's national sport?

Drac racing

Who won the skeleton beauty contest?

No body

Did you hear what happened to the boy and girl vampires?

They loved in vein

Which story do all little witches love to hear at bedtime?

Ghoul deluxe and the three scares

Why wasn't there any food left after the monster party?

Because everyone was a goblin!

What's the first thing ghosts do when they get in a car?

They bookle their seatbelts

Why do mummies make good employees?

They get all wrapped up in their work

What surgery does a vampire doctor perform?

Fly by night operations

What did the ghosts buy for his haunted house?

Home moaner's insurance

Why are their fences around cemeteries?

Because people are dying to get in

Who did Frankenstein take to the prom?

His ghoul friend

What's a monster's favorite play?

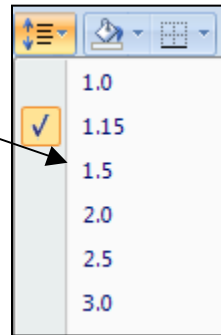
Romeo and ghoullet

What has webbed feet, feather, fangs and goes quack-quack?

Count Duckula

Keyboarding Halloween Packet
Activity #4: Jack-O-Lantern and Clip Art

- Open Microsoft Word
- Insert **Header with Name, Date and Period**
- Change the **document spacing to 1.5 by pulling down the spacing icon arrow as shown.**
- Type the following **Jack-O-Lantern History, including the title**



The Legend of the Jack-O-Lantern

The Celts that lived in what is now Great Britain and Northern France would carry a lantern when they walked on the eve of October 31. These lanterns were carved out of big turnips and the lights were believed to keep the evil spirits away. Children would carve faces in the turnips. These carved turnips were called “jack-o-lanterns”.

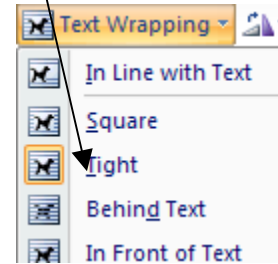
Legends have it that the “jack-o-lantern” got its name from a stingy and mean old man, Named jack, who when he died was to mean too get into heaven. When jack went to hell he was met by the Devil who gave him a piece of burning coal and sent him away. Jack placed the burning coal in a turnip to use a lantern to light his way. The legends claim that Jack is still walking with the lantern looking for a place to stay.

When the early settlers came to America they found the big round orange pumpkin. Being larger and much more colorful than turnips, the pumpkin made great “jack-o-lanterns”. Eventually the pumpkin would replace the turnip.

As the settlers spread across America they took their Halloween celebrations with them. The custom of the “jack-o-lantern” would travel with them. Eventually the Pumpkin would become the most widely recognized symbol of the Halloween Holiday.

(Turn paper over for instructions on inserting a picture!)

- When finished, Go the **Insert Tab** and choose **Clip Art**
 - Type Halloween in the Search box and click “Go”. Make sure “All Collections” is selected.
 - Click to insert a picture into your document
 - With the picture selected, Click on the pink colored **Picture Tools/Format Tab**.
 - In the **Arrange Group**, pull down **Text Wrapping** and Choose **Tight**.
 - To move the picture, click and drag it to wherever you want on the document.
 - You can also change the picture size by clicking on the corner handle and dragging in and out.
 - Save as **Activity 4** in your Halloween Folder on your network drive.
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Keyboarding Halloween Packet
Activity #5: Halloween MadLibs

- Open Microsoft Word
 - Insert **Header with Name, Date and Period**
 - **Type the heading: Halloween Mad Lib List #1**
 - Click on the **numbering icon**
-

Type a word that MATCHES the description on the list. For example, for a verb you could type run, hop, swam. For an Adjective: fancy, sticky, blue, cold, etc.

Halloween Mad Lib List #1

1. Verb (action word):
2. Room in a House:
3. Adjective (describing word):
4. Noun:
5. Piece of furniture
6. Noun (person, place thing):
7. Room in a House:
8. Verb:
9. Noun:
10. Piece of Furniture:
11. A Liquid:
12. Number:
13. Noun:

Just below Halloween Mad Lib #1, do the same thing for Halloween Mad Lib #2

Halloween Mad Lib List #2

1. Kind of Weather:
2. Name of Town:
3. Halloween Costume:
4. Another Halloween Costume:
5. Fictional Character:
6. A Greeting
7. Adjective
8. A Place:
9. Kind of Candy
10. Kind of candy:

Now, put the cursor between Mad Lib List #1 and List#2 and type the following paragraph, inserting the numbered words from the list in the correct places.

Halloween Mad Lib #1

One day while I was ___1___ in the ___2___ a ___3___ ___4___
fell through the roof. It immediately jumped on the ___5___ and knocked over
the ___6___. Then it ran out the door into the ___7___ and ___8___ a
___9___ off the ___10___. It then knocked a glass of ___11___ off the
coffee table. After ___12___ minutes of chasing the ___4___ through the house I finally
caught it and put it outside, it quickly climbed the nearest ___13___

Now, put the cursor under List#2 and type the following paragraph, inserting the numbered words from the list in the correct places.

Halloween Mad Lib #2

On a ___1___ Halloween in the town of ___2___, I was going to go trick or treating.
I decided to dress up as a ___3___ but everyone thought I would scare people, so I decided to dress
up as a ___4___ instead. My ___4___ costume was done to perfection and I looked great. The first
door I knocked on turned out to be the home of ___5___. Opened the door and said,
“___6___”. I tried to utter the words, “trick or treat” but I was very ___7___. ___5___ said,
“Come in”. I said, no way and ran as fast as I could for the ___8___. I didn’t get any ___9___ or
___10___ for Halloween that year.