

Symbol Scavenger Hunt



To Begin:

- ☐ Create a new Word document
- ☐ Change the **top and bottom margin** to .5 (Page Layout tab, Margins button)
- ☐ Change the spacing to 0 pt. after and single spacing (Home tab, Paragraph dialog box)
- ☐ Title this document – Symbols
 - Center the title, Times New Roman font, bold, 28 pt
 - Put your name just below the title, TNR, 18 pt
- ☐ Press Enter after your name and start automatic numbering
- ☐ Find each of the symbols below and insert each in your document. Use font size 28 for the numbers and symbols. Be sure to number each as shown below. Numbers 1-20 should be on the left margin.

Steps to Insert Symbols:

- ☐ Insert tab
- ☐ Symbols button
 - Click on **More Symbols**
 - Change the **Font** to Symbol, Webdings, Wingdings, Wingdings 2, and Wingdings 3 to find the symbols

1. Pair of scissors	11. Copyright symbol (©)
2. An open book	12. A mailbox
3. A telephone	13. Any arrow pointing up
4. A floppy disk	14. A flag
5. A happy face	15. A computer
6. A clock showing 3:00	16. Thumbs up
7. A star (5 points)	17. A computer mouse
8. An airplane	18. An open folder
9. A snowflake	19. A heart
10. Math symbol pi (π)	20. A checkmark