

# Symbols Practice

Open a new blank document in MS Word

1. Click on Insert in the Menu Bar.
2. Then choose Symbol.
3. Notice the font area of the window that popped up.
4. You can change fonts to see different symbols offered.
5. Take a look at the symbols under these fonts:
  - Webdings - Wingdings - Wingdings 2 & 3
  - ZapfDingbats - Symbol - Monotype
  - And others...

Click once on any of the tiny symbols to see a larger view.

If you want to use that symbol in your document, click the Insert button at the bottom of that window.

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## Symbol Scavenger Hunt

1. Add a footer with your name and class block (use view/header footer)
2. Put a title at the top of the page that says "Symbols"
3. Enter twice to allow space below your name and the rest of the document.
4. Insert a table with 2 columns and 12 rows.
5. Find and insert the symbols listed in the table on the next page.
6. Put the name of the symbol followed by the symbol itself
7. Save as Symbols in your comp tech folder, and then email me a copy

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|-----------------------|-----------------------|
| 1. pair of scissors   | 13. sad face          |
| 2. clock              | 14. car               |
| 3. telephone          | 15. trademark symbol  |
| 4. happy face         | 16. heart             |
| 5. pair of headphones | 17. checkmark         |
| 6. spider web         | 18. musical note      |
| 7. snowflake          | 19. arrow pointing up |
| 8. star               | 20. mailbox           |
| 9. airplane           | 21. copyright symbol  |
| 10. lightning bolt    | 22. pencil            |
| 11. dove              | 23. sun with rays     |
| 12. skier             | 24. degree symbol     |