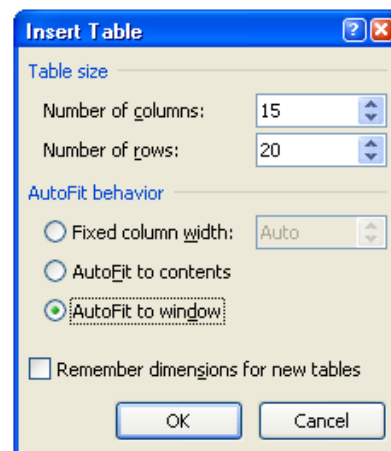


1. Open Microsoft Word and create a new blank document.
2. Select **Insert** tab > **Table** > **Insert Table**.
3. Create a grid of half-inch squares.
  - a. Number of columns: 15
  - b. Number of rows: 20
  - c. Select "Auto Fit to Window"
  - d. OK
4. Highlight the table.
5. Select **Home** tab > Change font to Times New Roman and change font size to 26.
6. Save it as a template.
7. Print.

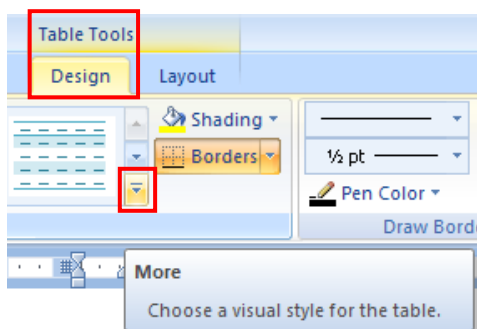
Note: Select a larger font for larger cells and a smaller font for smaller cells.



Adapted from [http://www.mais-web.org/MAIS/Optimal%20Match%20Technology%202006/Word\\_Tables/Graph%20paper/Graph%20Paper%20How%20to.doc](http://www.mais-web.org/MAIS/Optimal%20Match%20Technology%202006/Word_Tables/Graph%20paper/Graph%20Paper%20How%20to.doc)

### To create graph paper with alternate colored rows:

1. After creating the basic table, click in the table and select the **Table Tools Design** tab. Click the down arrow to display the **Built-in** table designs.



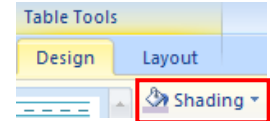
2. Scroll down to select one of the **Light Grid** or **Medium Grid** options (choice of several colors). The table will convert to your color choice.




3. Save it as a template.

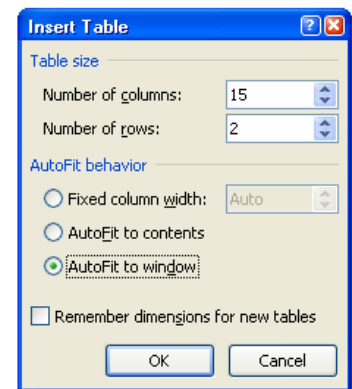
### To create graph paper with alternating colored columns:


1. After creating your basic table, click in the table and select the **Table Tools Design** tab. place your cursor just above the column that you want to color; the cursor will become a downward pointing arrow. ↓ Click to highlight that column.
2. Select the **Shading** color button to choose the background color of the alternate columns. Click on the arrow to the right of the icon to view your color choices.
3. Click above each column that you want to color.
4. Save it as a template.



### To create graph paper with alternating colored squares:

1. Open Microsoft Word and create a new blank document.
2. Select **Insert** tab > **Table** > **Insert Table**.
3. Create a grid of half-inch squares.
  - a. Number of columns: 15
  - b. Number of rows: 2
  - c. Select "Auto Fit to Window"
  - d. OK
4. Highlight the table.
5. Select **Home** tab > Change font to Times New Roman and change font size to 26.
6. Use the Shading Color button  to change the background color of the cells.
  - a. Click on the arrow to the right of the icon, and select your preferred color. You can click on the link for "More Fill Colors" for more choices.
  - b. Click within the cell that you want to color. For example, if you want to alternate the cell colors to make it easier for students to visually locate the cells, click on a cell, then click on the Shading Color button to color it. Continue clicking on alternate cells (or press the Tab key twice) and press the F4 key to color the cells.




7. Click on the Table Selection Handle at the top left corner of the table (icon that looks like a 4-sided arrow ). Clicking this icon will select the entire Word table. Click on **Copy** (or press the **Ctrl** and **C** keys). Click on **Paste** (or press the **Ctrl** and **V** keys) to duplicate the rows.
8. Repeat step 7 a few more times to create enough rows to fill the page. Remember to click on the **Table Selection Handle** each time before pasting.
9. Save it as a template.

