

# MAKE A SUPER STAFF CROSSWORD

## Part I: Create a Google Form for Staff to complete

1. What's your name?
2. What's something most people don't know about you?

Make sure to create a Google Spreadsheet to record the responses.

A	B	C	D
First Name	What is something most people don't know about you?		
Albert	I proposed relativity and I enjoy long walks on the beach		
Niels	I proposed a new model of the atom and I like dessert.		
Marie	I studied radioactivity and enjoy reading fiction!		

## Part 2: Format Responses

1. In a new column, use the Concatenate function to merge the text from the two columns into one column. Be sure to include a comma in between the name and the clue. Follow the example below

**= CONCATENATE(A2, ", ", B2)**

A	B	C	D	E	F
First Name	What is something most people don't know about you?				
Albert	I proposed relativity and I enjoy long walks on the beach			Albert, I proposed relativity and I enjoy long walks on the beach	
Niels	I proposed a new model of the atom and I like dessert.			Niels, I proposed a new model of the atom and I like dessert.	
Marie	I studied radioactivity and enjoy reading fiction!			Marie, I studied radioactivity and enjoy reading fiction!	

## Part 3: Upload to Online Crossword Generator

1. I used the Criss-Cross Puzzle maker app by Discovery Education (<https://puzzlemaker.discoveryeducation.com/criss-cross>)
2. Copy and paste the information in the merged cells from your Google Spreadsheet onto the webpage and press generate puzzle.

## Part 4: Copy and Paste Puzzle

1. Copy crossword and paste it onto a Word or Google Document.
2. I used the Snipping tool on my laptop to copy and paste the clues on a Word or Google Document too.