

Create Flash Cards

With Microsoft Word 2000

1. Start a new document. Go to the menu bar and select Table>Insert and then Table.
 2. At Insert Table select 2 for number of columns and 5 for number of rows. Click OK.
 3. Go back to Table on the menu bar and select Table Properties.
 4. Under the Table tab, select Center.
 5. At the bottom of the Table tab select Borders and Shading.
 6. At the Borders tab select All under Settings. Select the two-line option under style. Click OK
 7. Select the Options button to the left of Borders and Shading. Select the middle option; allow spacing between cells and change the spacing from .01" to .15" by clicking the upward arrow. Click OK two times.
 8. Highlight the entire table. Go to Table and Table Properties.
 9. Select the Row tab. Specify height as 1.7" and Row Height as Exactly.
 10. Select the Column tab. Leave the setting at 3.08".
 11. Select the Cell tab and choose the Center option. Click OK.
 12. With the table highlighted, change the font to Arial, pt. size 36 and select center alignment button.
 13. Save your table as flashcard template. It is now ready to use many times. Just remember to rename it every time you enter new text.
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- ✓ Press tab to move between the cells in the table to input text.
 - ✓ Change the font size to meet your needs and age of students.
 - ✓ Make one-column flash cards in step 2 for longer cards.
 - ✓ Insert clipart for picture flash cards.