Creating Flash Cards in Microsoft Word

1. Type or copy / paste the definitions into a Word document. Make sure to use a colon (:) between the term and the definition.

2. Go to Edit > Select All. This will highlight all of the words.

3. Go to Table > Convert > Convert Text to Table...



4. For Table size make **Number of columns** 2. For **Separate text at** select **Other** and type in a colon (:). Click **OK** when finished. This will put the term in the first column and the definition in the second column,

Convert Text to Table
Table size
Number of columns: 2
Number of rows: 6
AutoFit behavior
 Initial column width: Auto AutoFit to contents AutoFit to window
Table format
(none) AutoFormat
Separate text at
 Paragraphs Commas Tabs Other:
Cancel OK

5. Adjust the height of each column by clicking in the column and pressing return to make the column taller.