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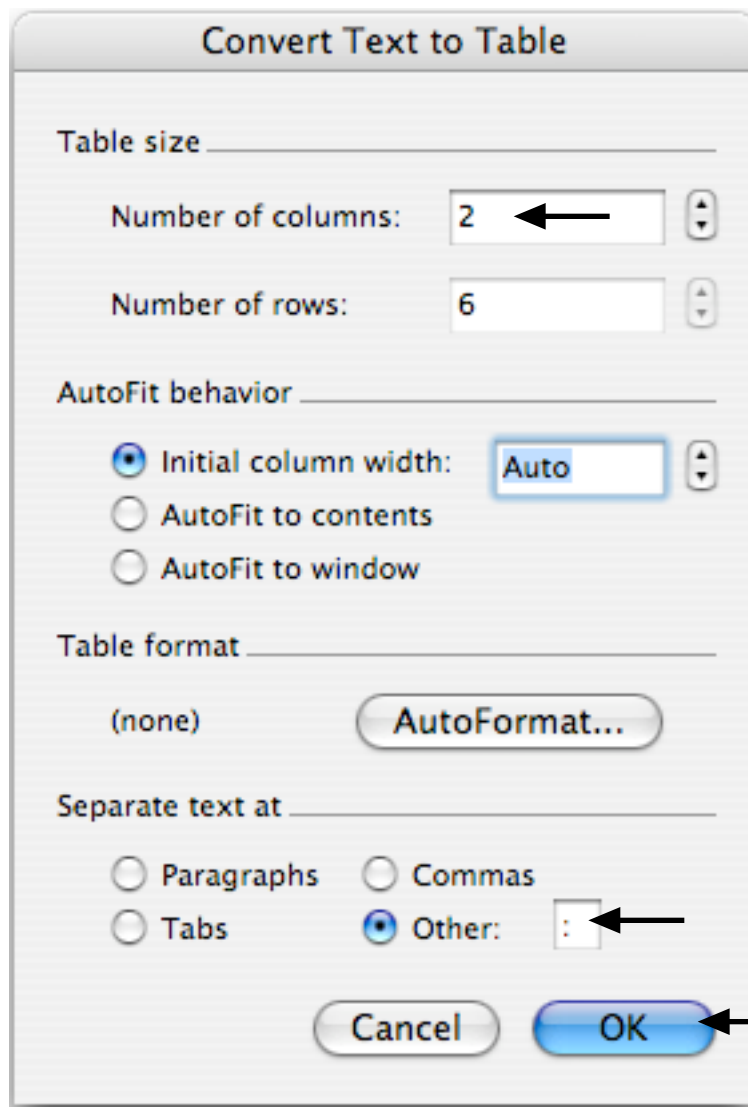
5. Adjust the height of each column by clicking in the column and pressing return to make the column taller.