

Creating Flash Cards with Microsoft PowerPoint



You can take the highlights and create flash cards in PowerPoint.

Note: This section cannot be completed unless you have the **Microsoft PowerPoint** program.

1. Start **Kurzweil 3000**, if it is not already running.
2. Open the file called **Flash Card Practice**.

In this exercise, you will highlight words in **magenta** (pink) and their meanings in **green**. Afterwards, you will take this information, extract it, and then bring it into Microsoft PowerPoint and create flash cards by putting the word on the first slide, and the definition on the second slide.

3. Click on the **magenta** highlighter.
4. Highlight the following words on page 1:

Earth

Shape

Mass or Weight

These words will (eventually) be placed in slides in PowerPoint, and will be placed on **odd** numbered slides. (1, 3, 5, etc.)



When you use this method to create flash cards, the **odd numbered** ones should be where you place either **questions** (*answers* are on the *even numbered slides*) or place a **word** (the *definition* is on the *even numbered slides*).

The next step is to highlight the **definitions**.

5. Click on the **green** highlighter.
6. Highlight the following words on page 1:



one of nine planets

third closest planet

right distance from the sun for the evolution of life

shaped like a ball

flatter at the poles

determined by both gravity and centrifugal force

Gravity pulls everything towards the centre

Centrifugal force moves things away from the center

composed of matter

approximately 6,000,000,000,000,000,000 metric tons

six sextillion metric tons

Henry Cavendish

during the 1790s

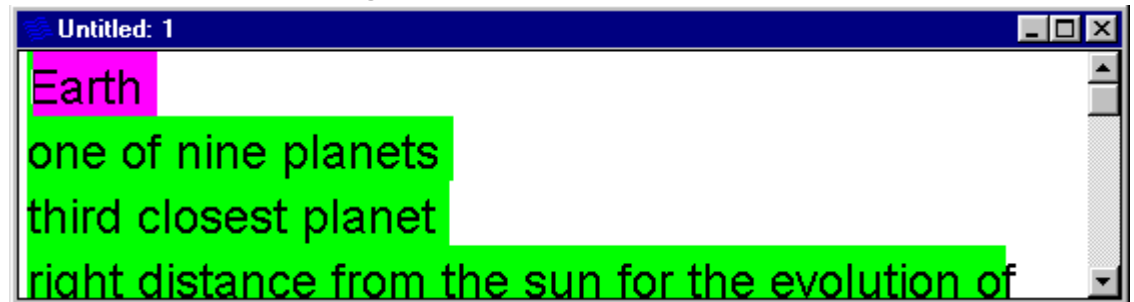
Continued on next page



Now that the first page has been completed, you are ready to extract the text.

7. Click the **File** menu.
8. Click **Extract** then **Highlights**.

The following appears:

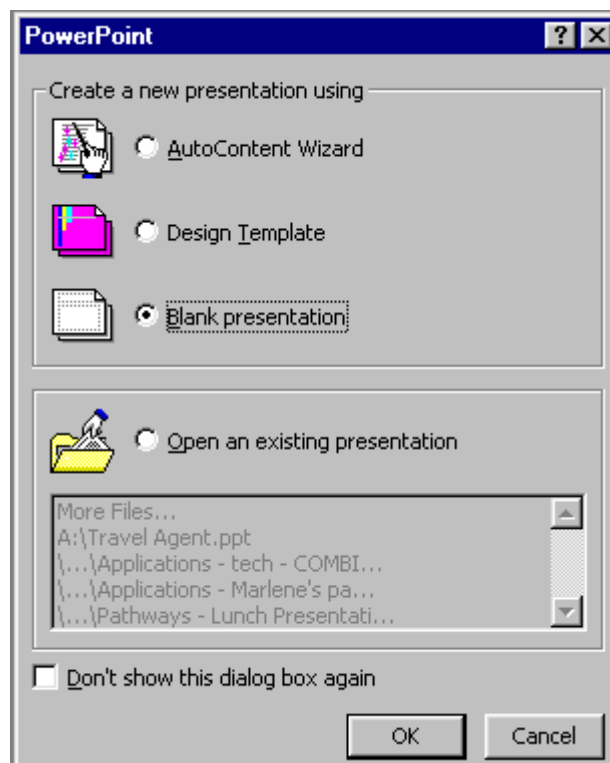


Notice the two separate colours of text.

9. Click the **Save** button on the main toolbar.
10. Type the name **Flash Card Text**.
11. Make sure that the file will be saved on your student disk.
12. Click **Save**.
13. Exit from the **Kurzweil 3000** program.

Note: Kurzweil 3000 will ask you to save the *Flash Card Practice* file. Click **Yes** to save it.

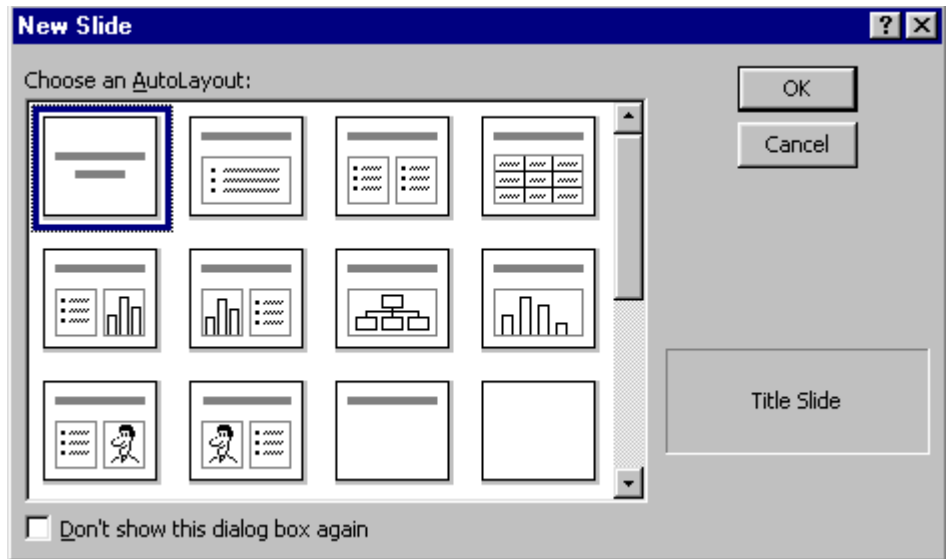
14. Start **Microsoft PowerPoint**.



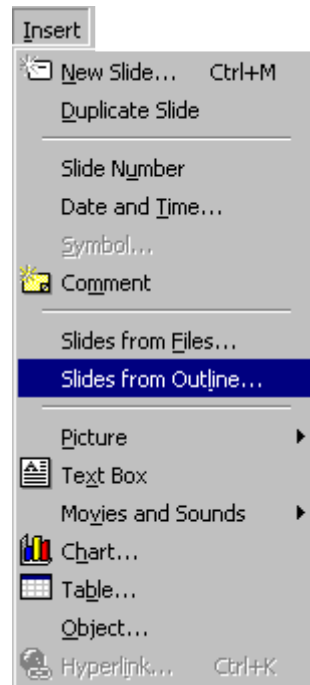
15. Click **Blank Presentation**, then click **OK**.



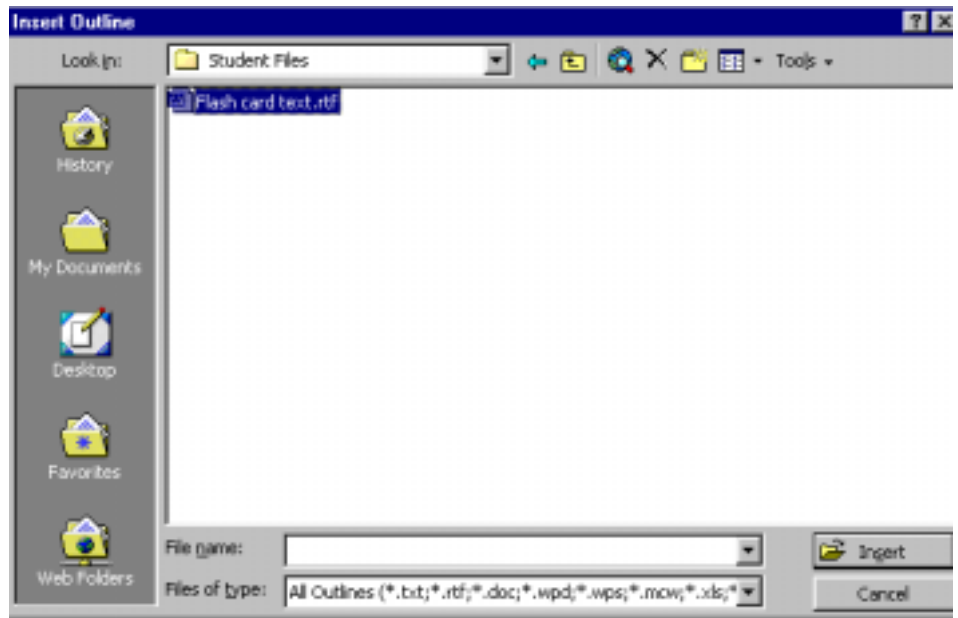
16. The New Slide dialog box displays. Click **OK**.



17. Click the **Insert** menu.



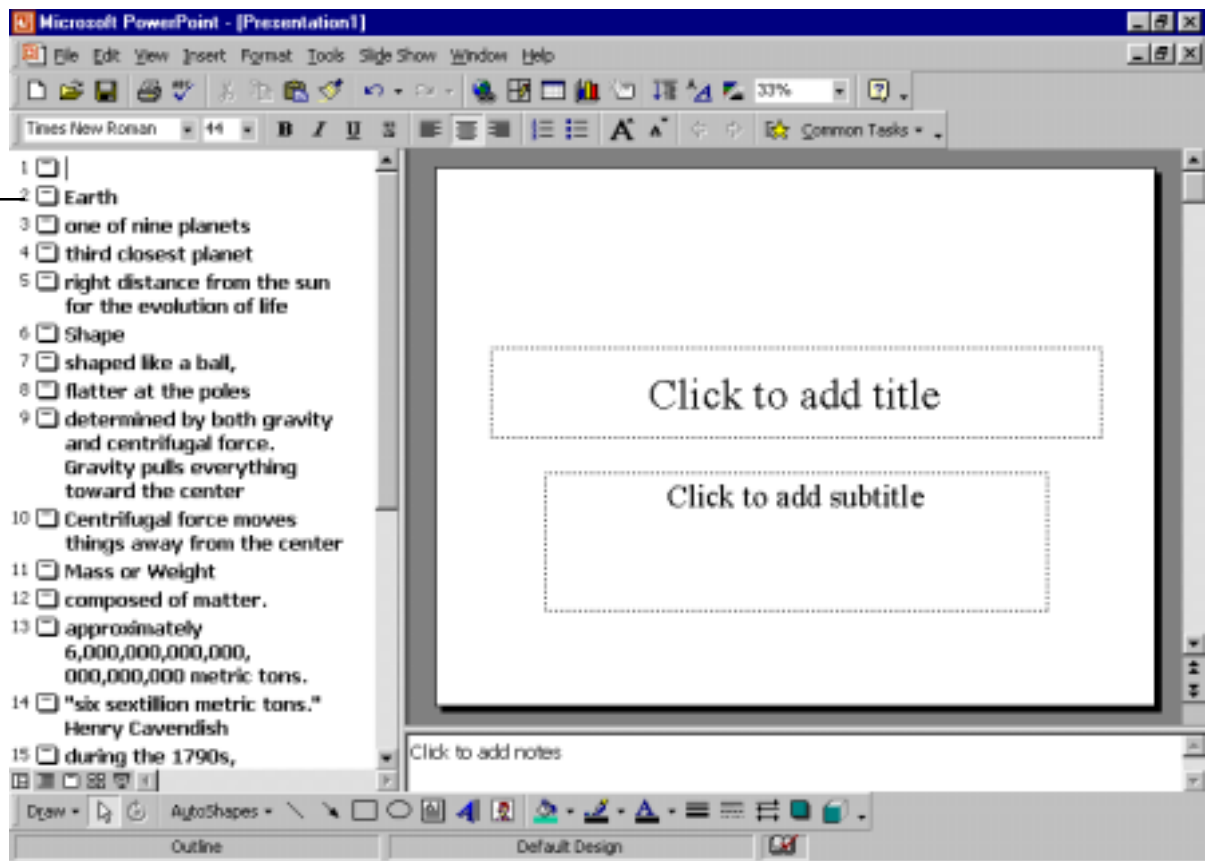
18. Click **Slides from Outline**.



19. Click on the file that you just saved: **Flash Card Text.rtf**.

20. The following appears:

The first highlighted word appears here



21. Click on the icon for **Slide 1**.

Now, the word **Earth** is on the first slide. The second slide needs to contain the information for the earth:

one of the nine planets
third closest planet
right distance from the sun for the evolution of life



One of the nine planets is already on slide 2, but we have to move the next two points to slide 2.

22. Click anywhere in the left portion of the screen on **Slide 3**.

23. Press **TAB**.

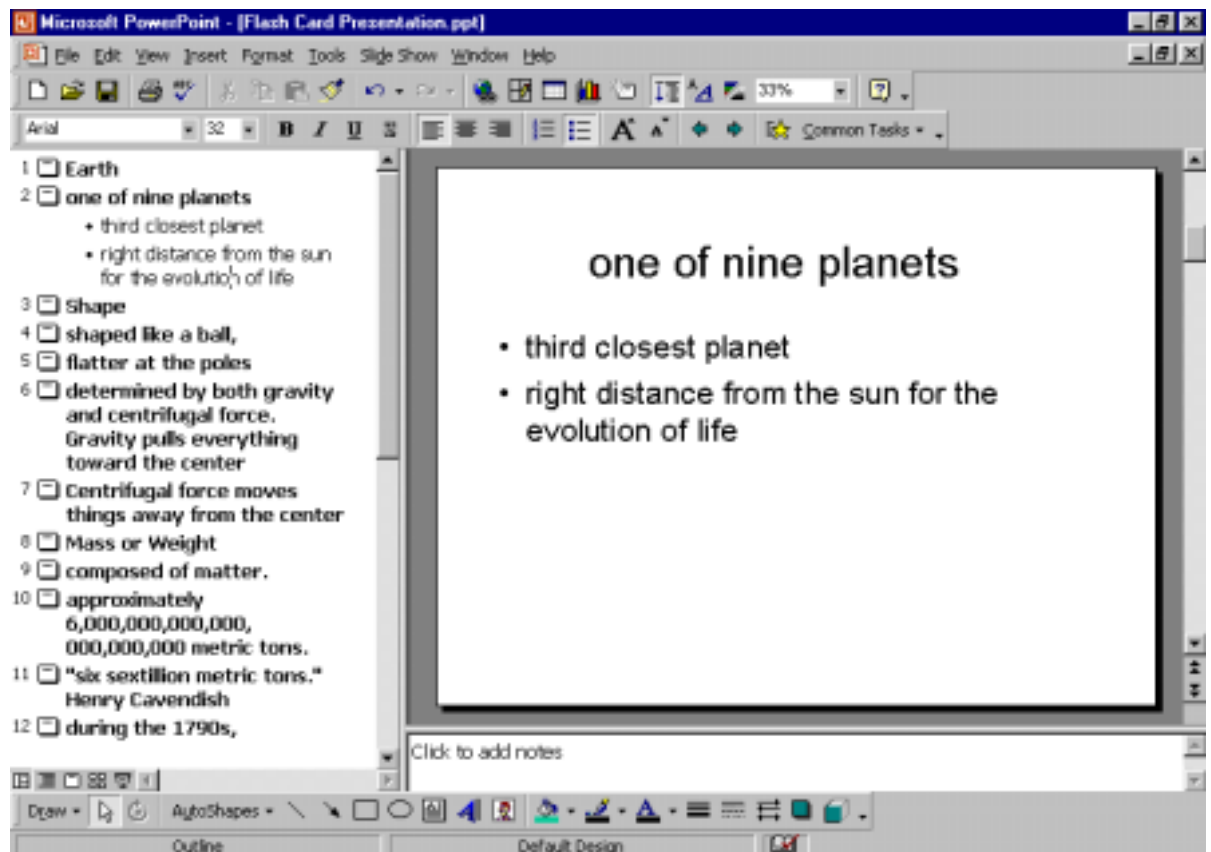


What Happened?

24. Click anywhere in the left portion of the screen on **Slide 3**.
 (The text is "right distance from the sun for the evolution of life.")

25. Press **TAB**.

Your presentation should look like the one below.



The next word (**Shape**) is on slide 3, so now you need to put all of the definition for it on slide 4. Currently, the definitions are on slides 4, 5, 6, and 7.

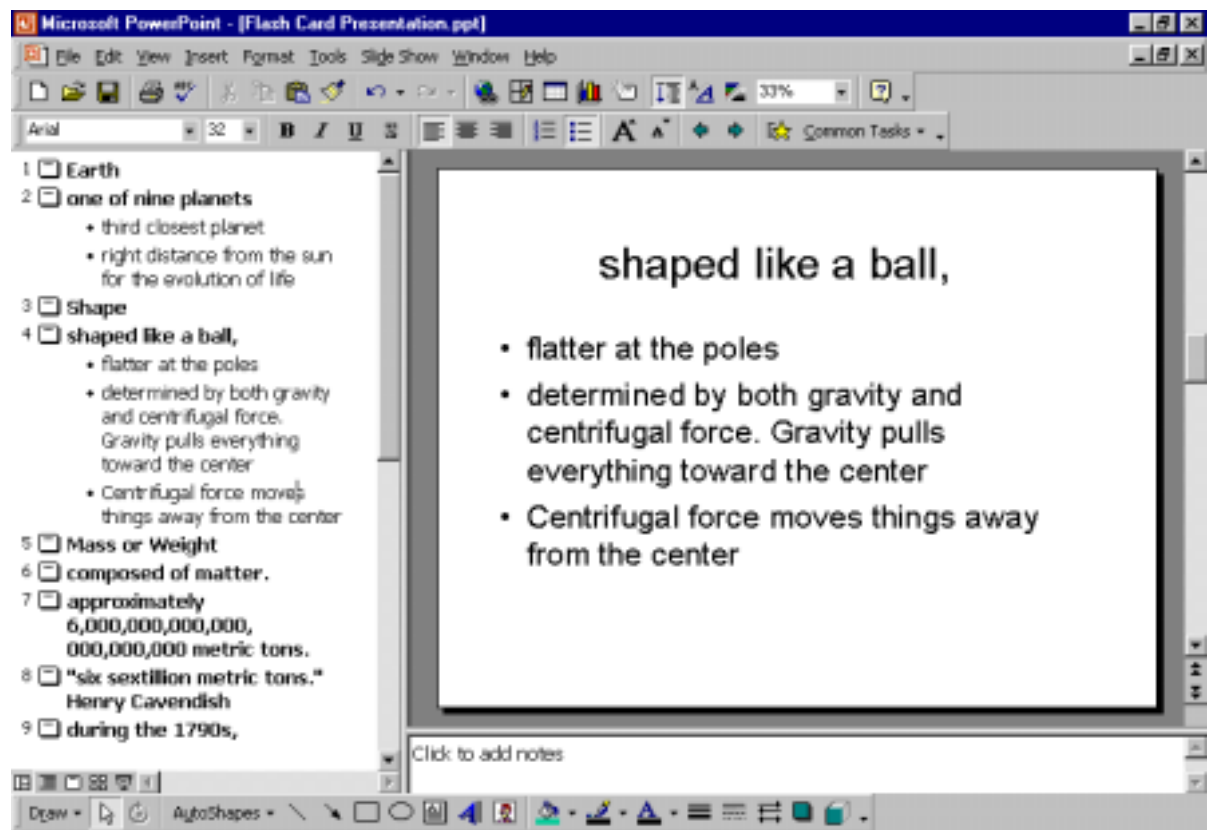


26. Click on **Slide 5** in the pane on the left side of the screen.
27. Press **TAB**.

What happened?

28. Click on **Slide 5** in the pane on the left side of the screen.
(The text is "determined by both gravity and centrifugal force. Gravity pulls everything toward the center")
29. Press **TAB**.
30. Click on **Slide 5** in the pane on the left side of the screen.
(The text is "Centrifugal force moves things away from the center")

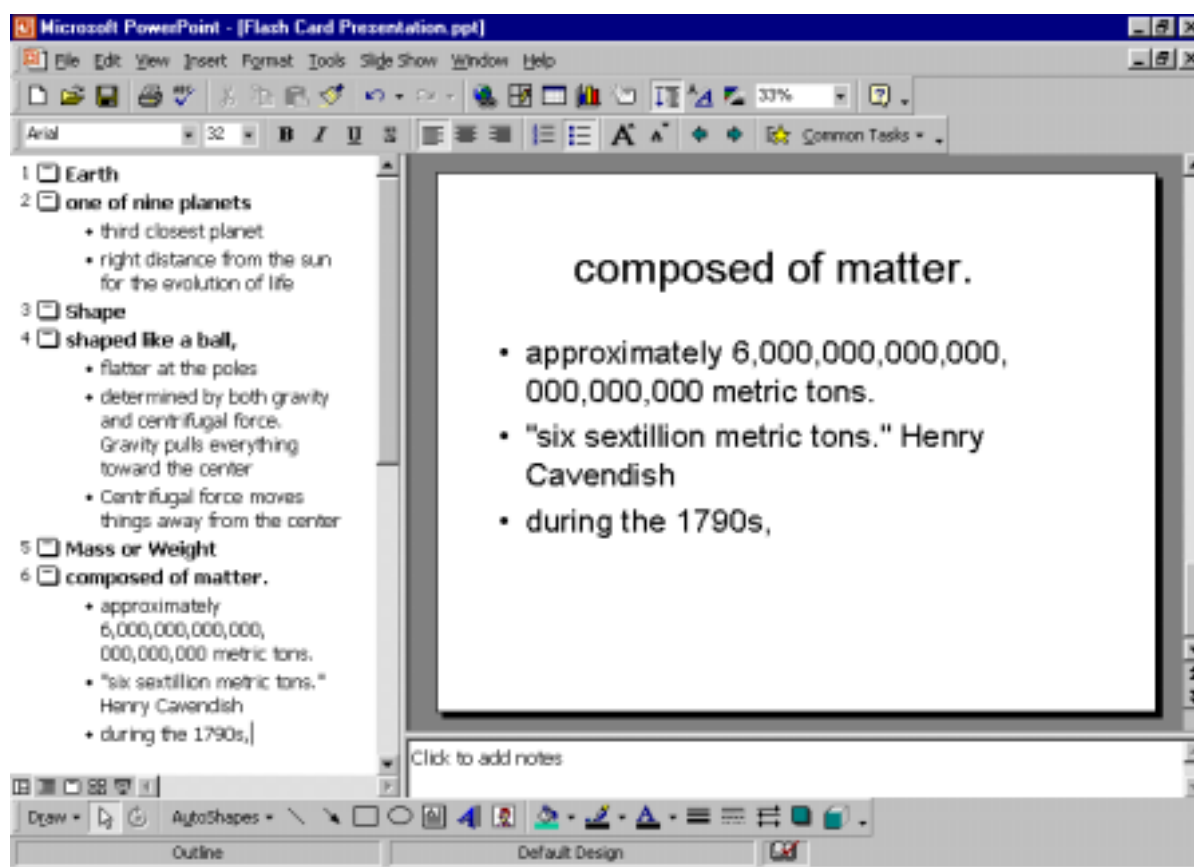
The screen should look like the one below.



The fifth slide is **Mass or Weight**, and all of the descriptions should be on slide 6.

How can you get all of the text on one slide?

31. Move the points to **Slide 6** so that your file looks like the following:



Important Points

The important points to remember about this are:

1. The **Question** or **Word** should be on an **odd numbered** slide
2. The **Answer** or **Definition** should be on an **even numbered** slide.



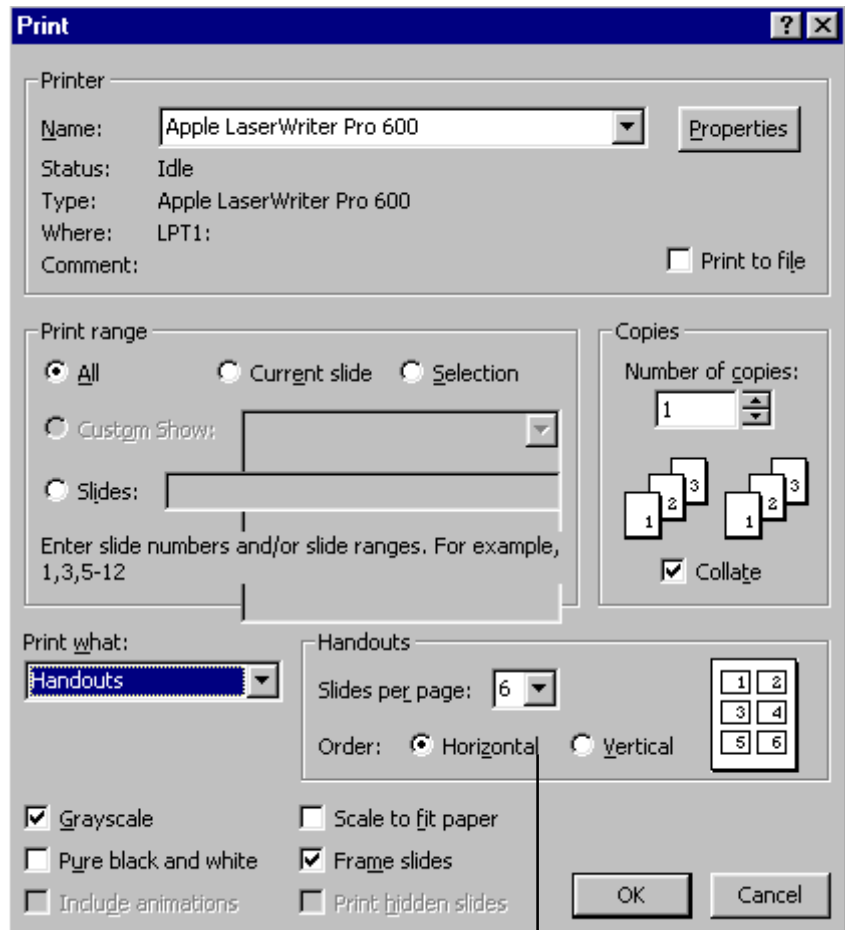
Now, you're ready to print!

Printing Flash Cards from PowerPoint



Print what
drop down box

1. Click the **File** menu.
2. Click **Print**.
3. Click the drop down arrow under **Print what**



4. Click **Handouts**.
5. Click the drop down arrow for **Slides per page**.
6. Click **6**.
7. Click **OK**.

A page will print that looks like the following:

<p>Earth</p>	<p>one of nine planets</p> <ul style="list-style-type: none"> • third closest planet • right distance from the sun for the evolution of life
<p>Shape</p>	<p>shaped like a ball,</p> <ul style="list-style-type: none"> • flatter at the poles • determined by both gravity and centrifugal force. Gravity pulls everything toward the center • Centrifugal force moves things away from the center
<p>Mass or Weight</p>	<p>composed of matter.</p> <ul style="list-style-type: none"> • approximately 6,000,000,000,000,000,000 metric tons. • "six sextillion metric tons." Henry Cavendish • during the 1790s,

Cut Here

Cut Here

Take a pair of scissors and cut where indicated, fold in half and you have flash cards with the "question" on one side and the "answer" on the other.