



Creating Flashcards in *Microsoft PowerPoint*

Microsoft PowerPoint slides can be used to create flashcards. When printed on card stock, the slides can be cut apart and used as flashcards for almost any subject. Consider these examples:

- In language arts vocabulary words can be printed on one side of the card and definitions printed on the other side of the card.
- In science chemical symbols could be printed on one side of the card and the name of the chemical on the other side.
- In math the flashcards for the multiplication tables could be created.
- For social studies historical events and their dates could be used.

Laminating the cards will make them last a long time, a consideration for classroom sets.

Flashcards should be created in multiples of six (with six flashcards printed per sheet).

1. Open *Microsoft PowerPoint*, and click on **FILE > NEW > BLANK PRESENTATION**.
2. Select a slide layout with text and graphics.
3. Type/insert clip art on the first six slides (flashcards) then add the information for the back of the flashcard on the next six slides.

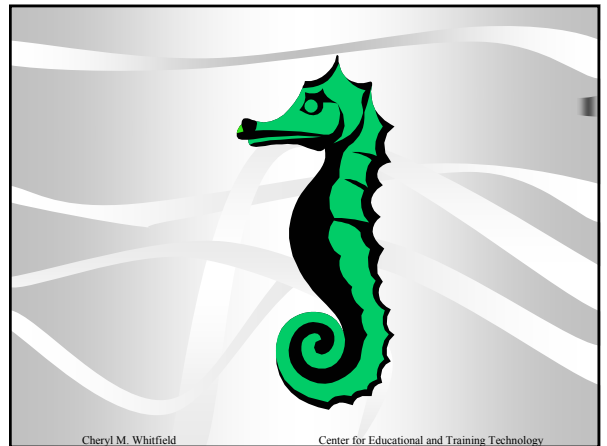
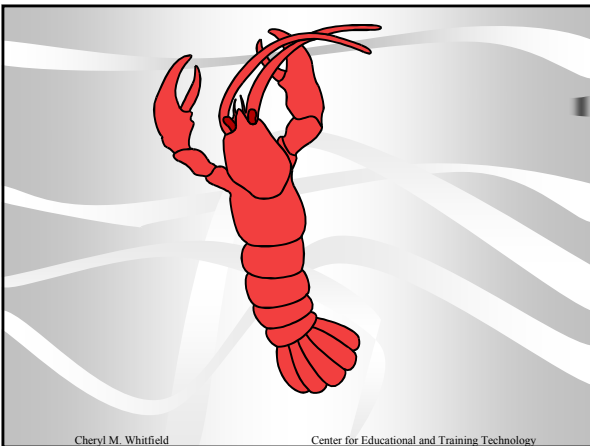
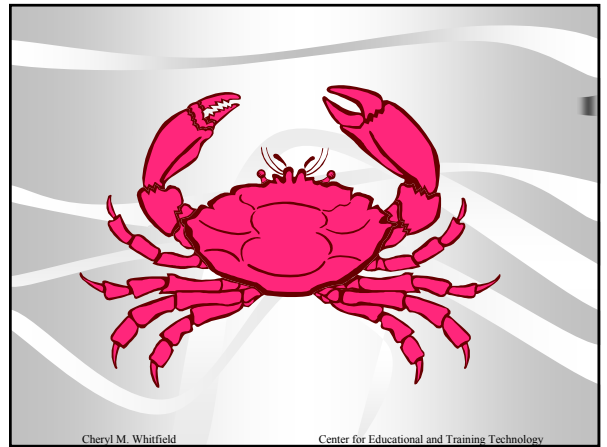
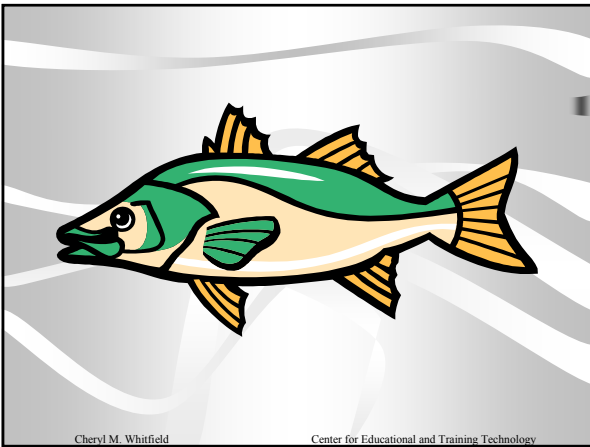
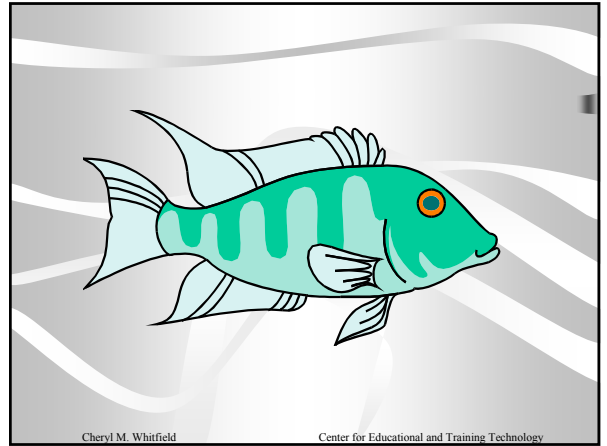
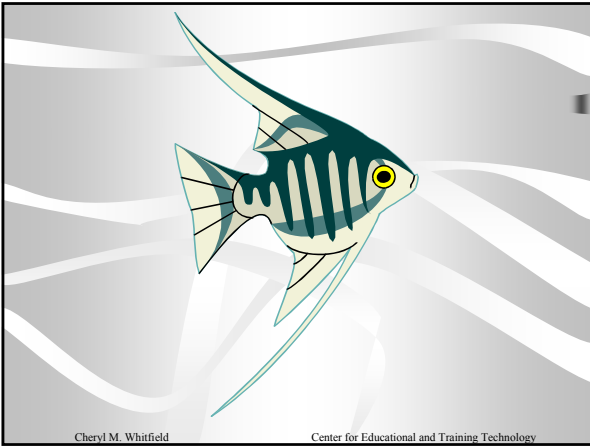
Note: In order for the correct definition to appear on each card, slide order has to be rearranged.

- For six flashcards, the first six slides will serve as the face of the flashcards. These will be in the normal order: 1, 2, 3, 4, 5, 6.
 - The next six slides will be the backs of the flashcard and should be arranged 8, 7, 10, 9, 12, 11. When printed out this way, the correct information will appear on the back of the proper cards (back of slide 1 on slide 8, back of slide 2 on slide 7, etc.).
4. To rearrange the slides, select the **SLIDE SORTER** view, and drag the #8 slide in front of the #7, the #10 in front of the #9, and the #12 in front of the #11.



5. When printing the slides, be sure that the **HANDOUTS** option is selected (six slides per page) in the **PRINT WHAT** pull down menu in the **PRINT WINDOW**. In the **PRINT RANGE** section of the **PRINT WINDOW**, select slide range 1-6.
6. When the first page is printed, reinsert the printed page into your printer so that slides 7-12 will be printed on the back. This may take some experimentation as it varies from printer to printer).

Below are examples of flashcards created in the above manner along with a set of blank slides that show the order that is necessary for printing the flashcards properly and a blank set to be used as rough draft forms. When creating a presentation to use in this way, it is best to fill out rough draft forms first in order to minimize the number of times the slides have to be printed. Please review the rough draft forms and the template for flashcards as well as the examples provided before going on to create your own.



- Name of fish
- Facts about fish

- Name of fish
- Facts about fish

- Crab
- Facts about crab

- Name of fish
- Facts about fish

- Seahorse
- Facts about seahorse

- Lobster
- Facts about lobster

1

Slide 1

2

Slide 2

3

Slide 3

4

Slide 4

5

Slide 5

6

Slide 6

7

Back of Slide
2

8

Back of Slide
1

9

Back of Slide
4

10

Back of Slide
3

11

Back of Slide
6

12

Back of Slide
5

1

2

3

4

5

6

7

8

9

10

11

12