

Practice - Creating Flash Cards

You can take the highlighted text 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 main ideas in **Yellow** and information about those ideas 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 **Yellow** highlighter.
4. Highlight the following titles on page 1:

Earth

Shape

Mass or Weight

Read this!



These words will (eventually) be placed in slides in PowerPoint, and will be placed on **odd** numbered slides. (1, 3, 5, etc.) When you create flash cards, the **odd numbered** pages will be where you place either **questions** (*answers* are on the *even numbered slides*) or place a **word** (the *definition* is on the *even numbered slide(s)*).



The next step is to highlight the **information** about these titles.

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, but not perfectly

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

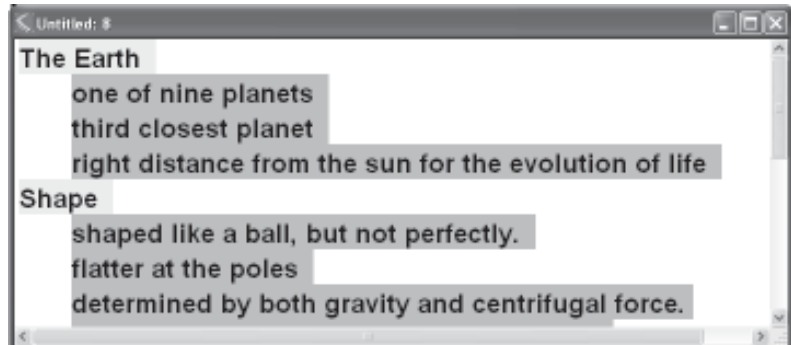
during the 1790s



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**.

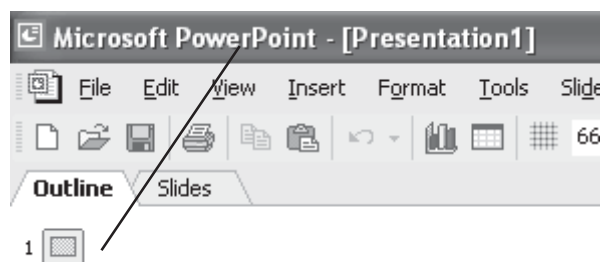
****Make sure that the file will be saved on your student disk.**

11. Click **Save**.
12. Exit from the **Kurzweil 3000** program.

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

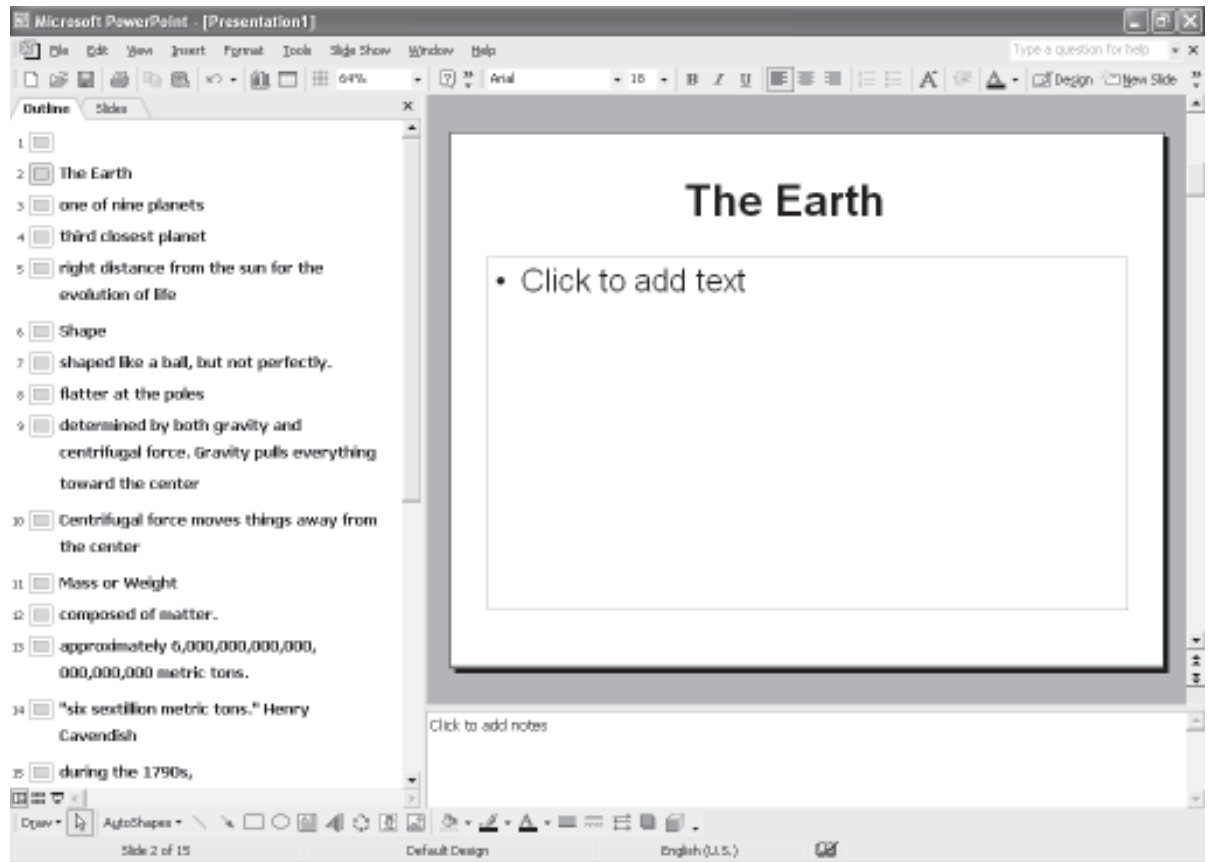
13. Start **Microsoft PowerPoint**.
14. Click **Blank Presentation** on the window at the right then close the *New Presentation* task pane.
15. Click on **Outline** on the left of your screen.

****Note:** *This training guide demonstrates this procedure using Microsoft PowerPoint XP®*



16. Click the **Insert** menu.
17. Click **Slides from Outline**.
18. Click on the file that you just saved: **Flash Card Text.rtf**. This file should be on your student disk.

19. The following appears:



20. Click on the icon for **Slide 1**, which is empty. Press the **[Delete]** key.

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

one of nine planets

third closest planet

right distance from the sun for the evolution of life

21. Click at the end of the line **The Earth**.

22. Press **ENTER**.

What Happened?

One of nine planets is now on slide 3.

23. Click on the icon  for slide 3.

24. Press the **Tab** key. The tab key makes the words become a bullet on the slide above it.

25. Do the same thing for **Third closest planet** and **right distance from the sun for the evolution of life**.

1 **The Earth**

2

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

Now, you need to do the same thing for the next slide.

26. Click after the next title: **Shape** and press **ENTER**.

27. Click on the icon for slide 5.

28. Press **TAB** to put the word **shaped like a ball, but not perfectly** onto the slide above it.

29. Continue until your screen looks like the following:

1 **The Earth**

2

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

3 **Shape**

4

- shaped like a ball, but not perfectly.
- 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

5 **Mass or Weight**

6

- composed of matter.
- approximately 6,000,000,000,000,000,000 metric tons.
- "six sextillion metric tons." Henry Cavendish
- during the 1790s,



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.

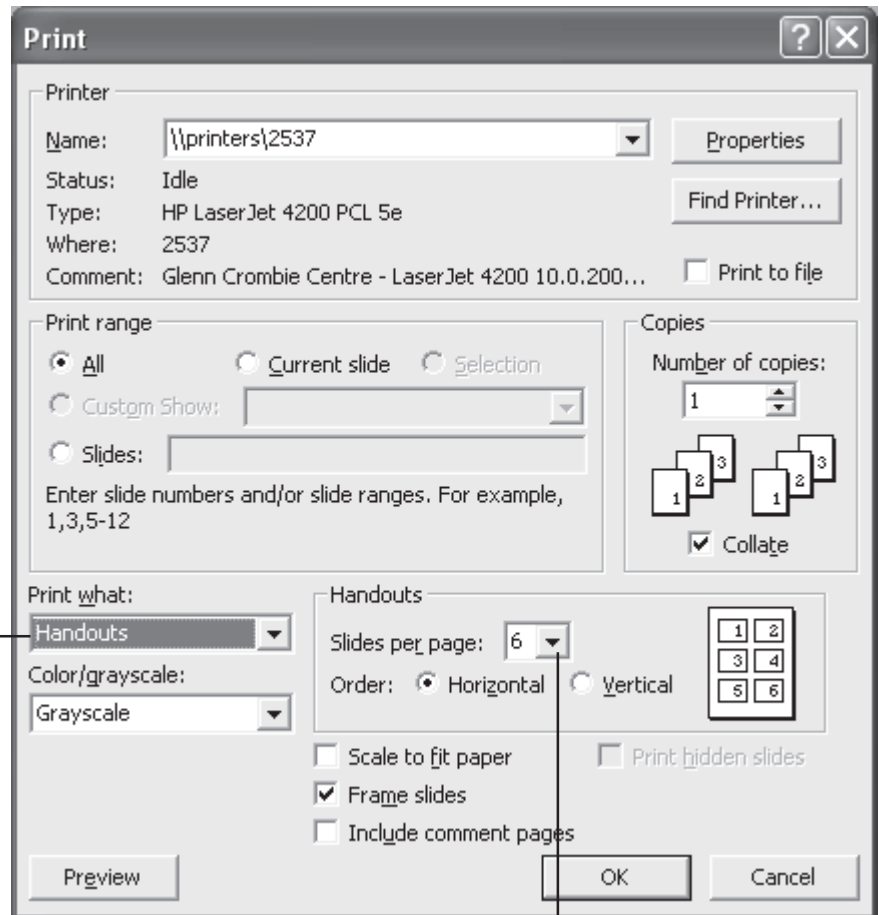
Now, you're ready to print!

Printing Flash Cards from PowerPoint



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

Print what
drop down box



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>The Earth</p>	<ul style="list-style-type: none">- one of nine planets- third closest planet- right distance from the sun for the evolution of life
Cut Here	<p>Shape</p>	<ul style="list-style-type: none">- shaped like a ball, but not perfectly.- 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
Cut Here	<p>Mass or Weight</p>	<ul style="list-style-type: none">- composed of matter.- approximately 6,000,000,000,000,000 metric tons.- "six sextillion metric tons." Henry Cavendish- during the 1790s,

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.