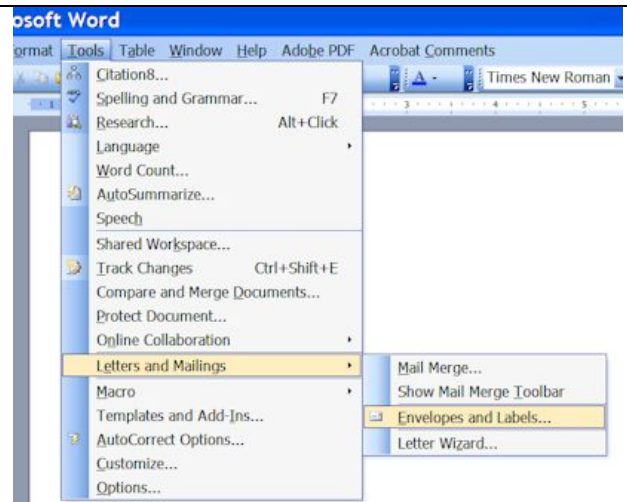


# Using Microsoft Word to Make Challenge Cards

Open up the Microsoft Word program.

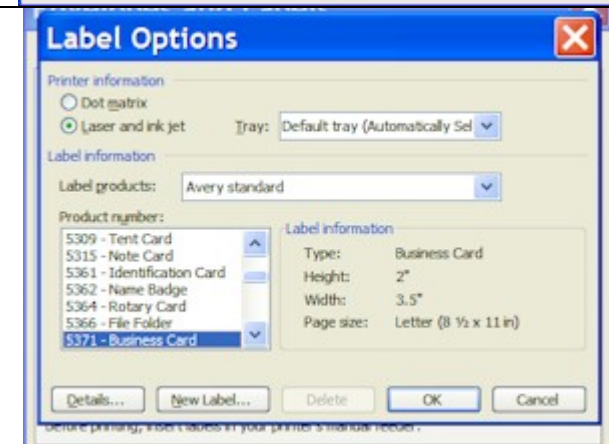
Go to Tools, then Letters and Mailings, then Envelopes and Labels.



In the dialog box, select Options



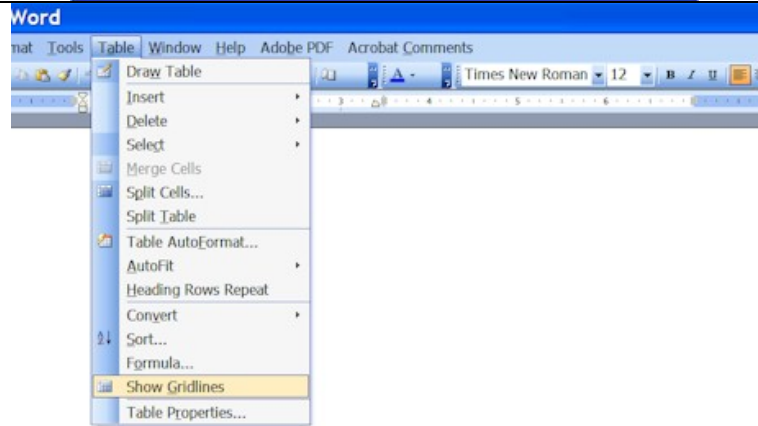
Select the type of business cards you would like and then click OK.



In the dialog box, select New Document.



Microsoft Word will open a new document. If you do not see the lines showing each business card then on the toolbar go to Table and click on Show Gridlines.



Type a single word, phrase, or sentence in each box. Insert business card sheets and print.

You can also insert pictures into each box for picture flash cards.

OR

To make a match game, print words on one set and pictures of the words on another. Play a match game matching the pictures to the word.

