

# How to Make Trading Cards With Word

By Lorrie Jackson

## WHY A TECHTORIAL?

### What will I learn today?

You will learn how to teach students to use Microsoft Word to create educational trading cards.

### What hardware and/or software does the techtorial apply to?

The directions in this techtorial are written for Word XP, but the instructions also can be used, with some modification, with earlier versions of Word.

### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#), click Standards in the menu bar on the left, and then click the arrow to the right of Standards and Performance Indicators for Teachers.

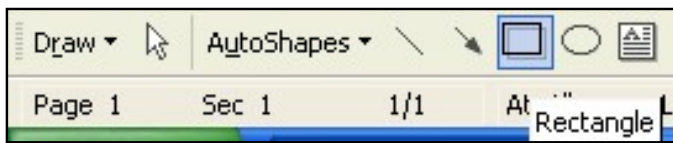
## STEP ONE: DRAW A RECTANGLE

As teachers, we often require students to learn a laundry list of basic facts about a multitude of topics -- often a repetitious and boring task for everyone involved. Using educational trading cards to teach those facts, however, can engage students' interest and spark their enthusiasm. Having students make their own educational trading cards can result in an activity -- and a database of information -- they'll be sure to remember.

Help your students use Microsoft Word to create "basic fact" trading cards that are both educational and fun.

First, create the basic outline:

- Open Microsoft Word.
- Find the Drawing toolbar. (If the Drawing toolbar isn't visible, click View>Toolbars>Drawing in the Word menu bar to open it.
- Click the rectangle icon (shown in blue below).

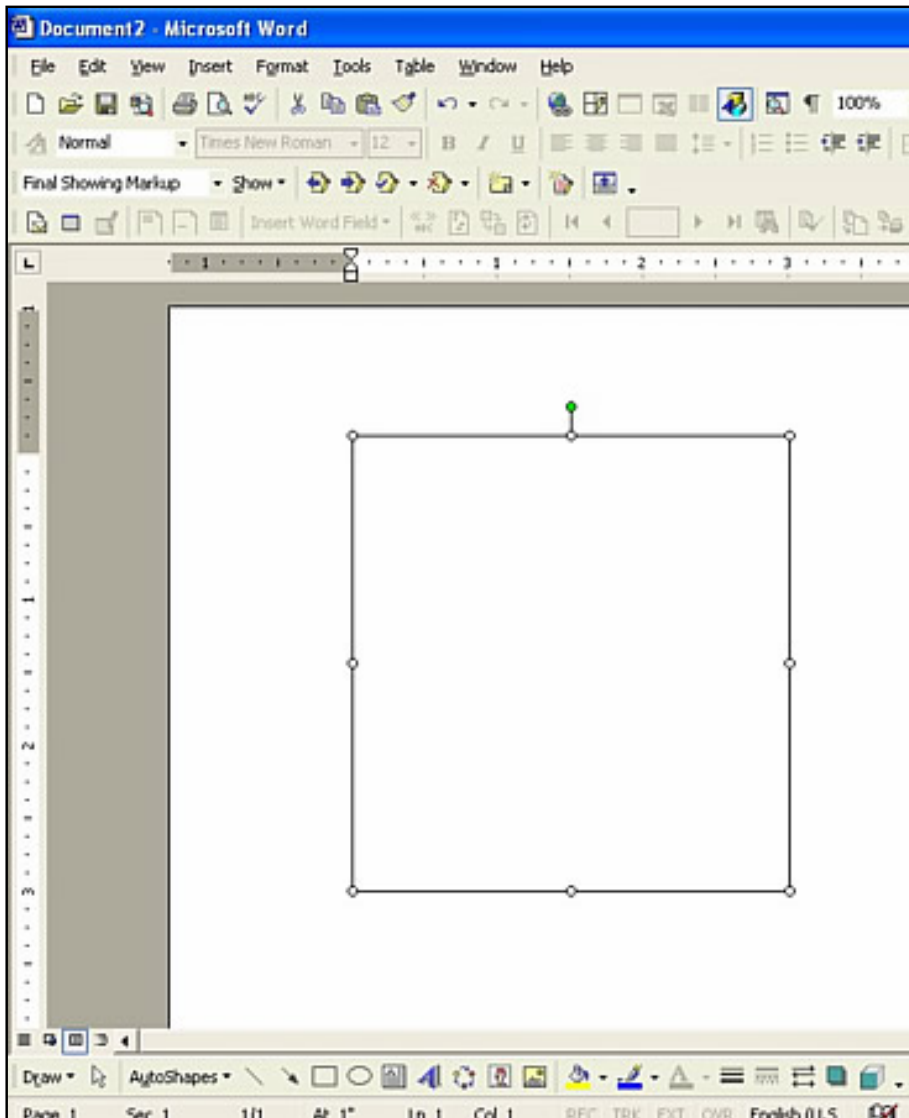


**Note:** If a "Create Your Drawing Here" box appears, click Backspace to delete it.

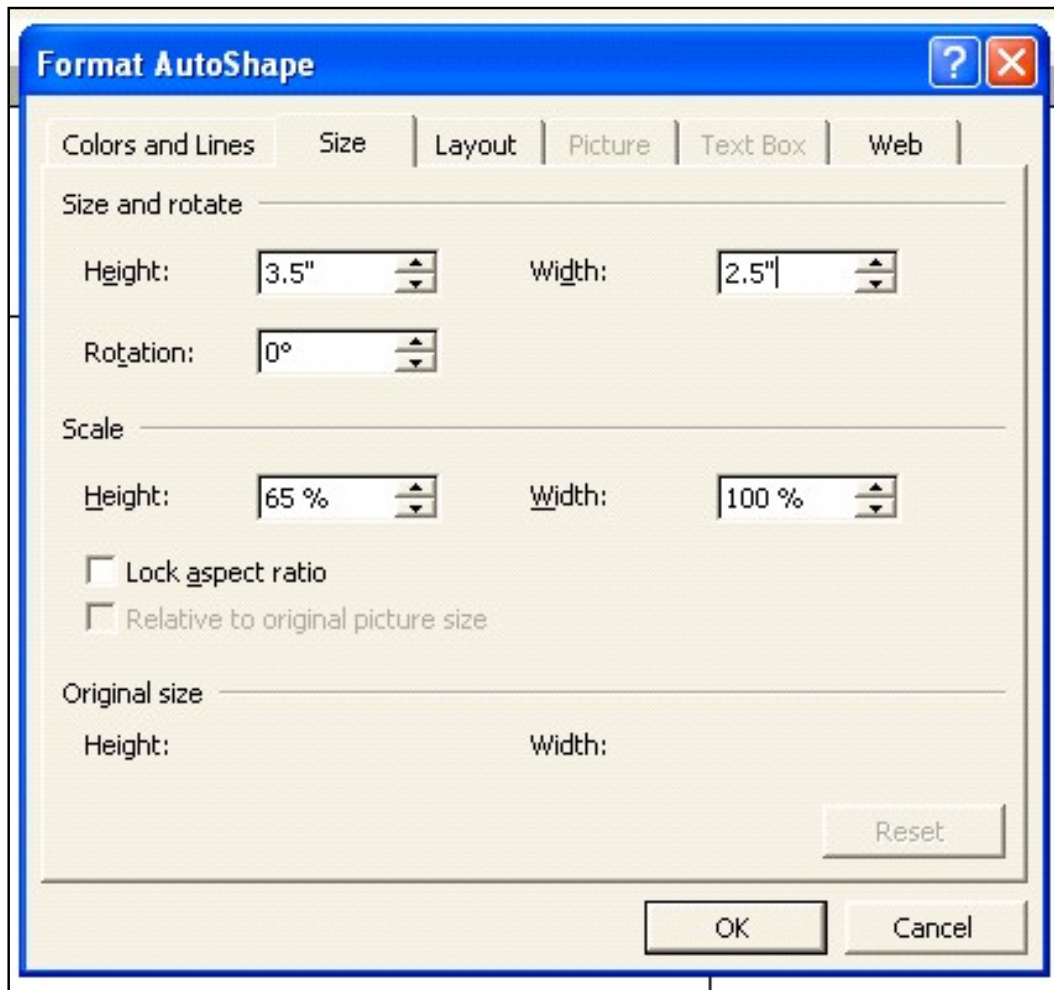
### STEP ONE: CONTINUED

After clicking the rectangle icon in the Drawing toolbar, the cursor should look like this: +

- Hold down the mouse button and drag the cursor across and down the document to draw a rectangle. (Size doesn't matter yet!)



- Double-click inside the rectangle. The Format Picture window will appear.
- Choose the Size tab. Type 3.5" in the height box and 2.5" in the width box. Click OK.

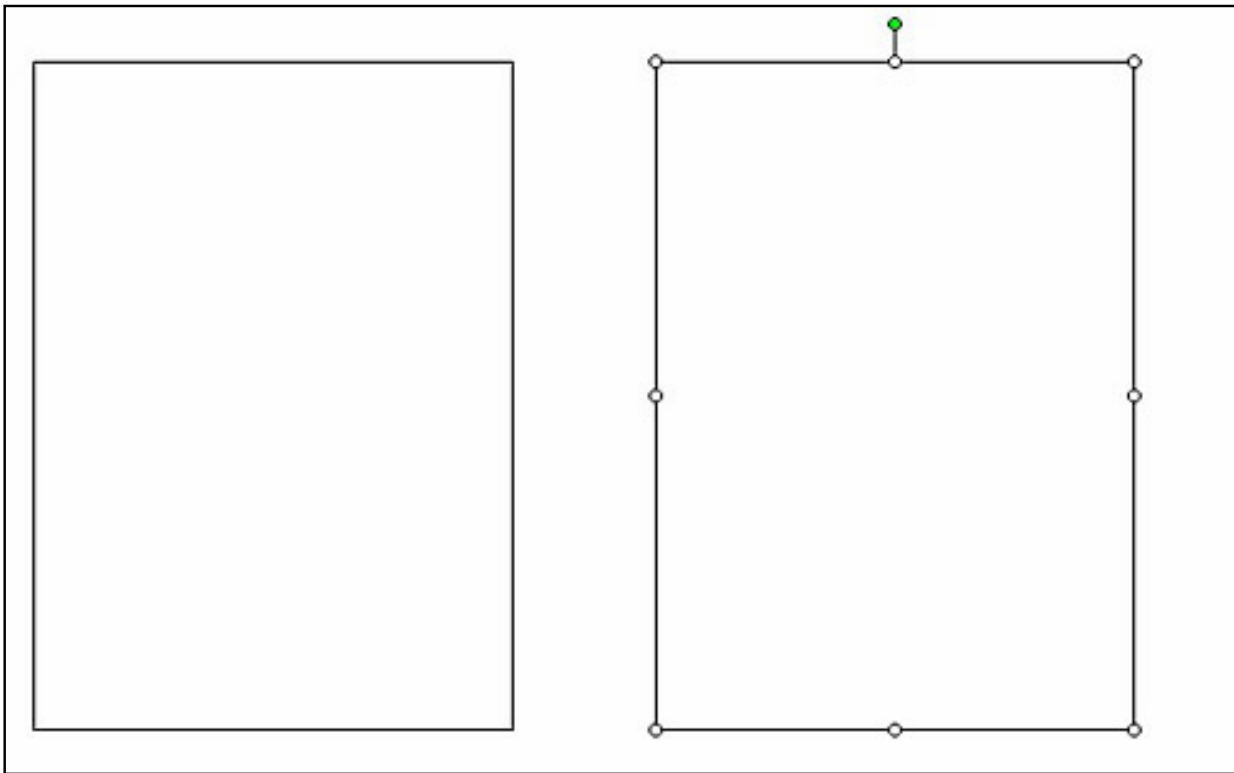


- Save your work!

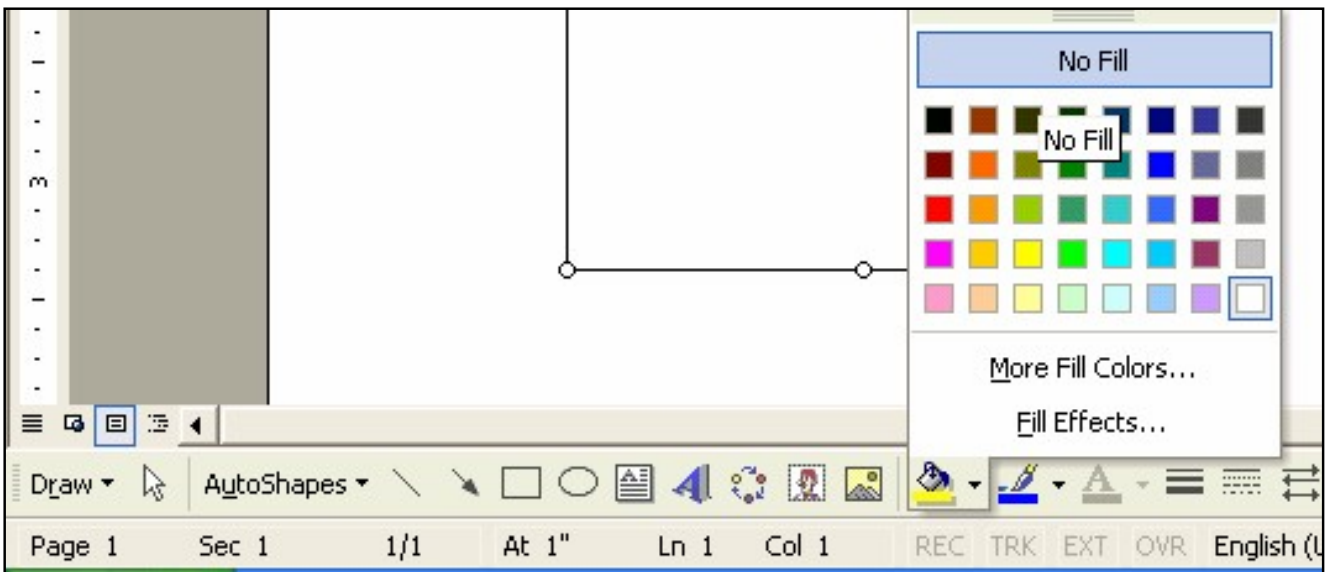
## **STEP TWO: DUPLICATE IT**

To make another identical rectangle:

- Click any side of the rectangle, so small squares are visible along all the edges.
- Click Edit>Copy, and then click Edit>Paste. A second rectangle will appear on top of the first rectangle.
- Click the second rectangle, hold down the mouse button, and drag that rectangle to the right of the first one.



- Double-click inside the rectangle on the left.
- Find the paint can icon on the Drawing toolbar, click the arrow to the right of the paint can, and then click No Fill.

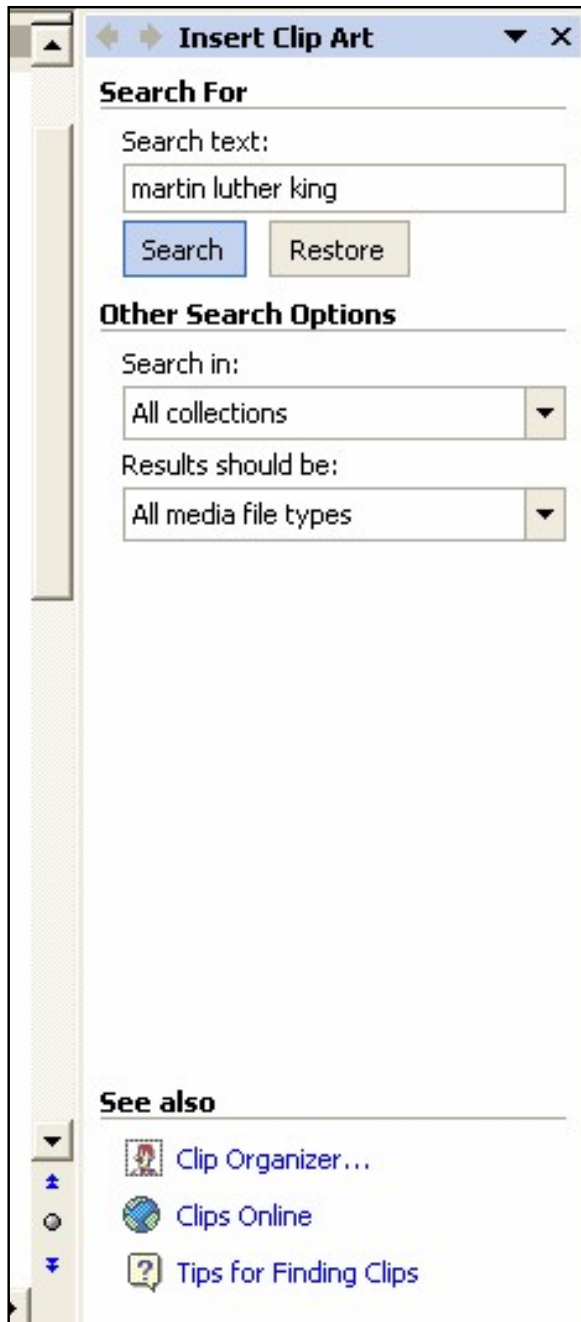


- Double-click inside the rectangle on the right and repeat the previous step.
- Save your work.

### STEP THREE: ADD IMAGES

To add images to your trading card:

- Double-click inside the rectangle on the left.
- Click Insert>Picture>Clip Art in the Word menu bar. The Insert Clip Art window should appear.
- Type "Martin Luther King" in the search box, and click Search (or hit Enter).



- Double-click to insert the image.



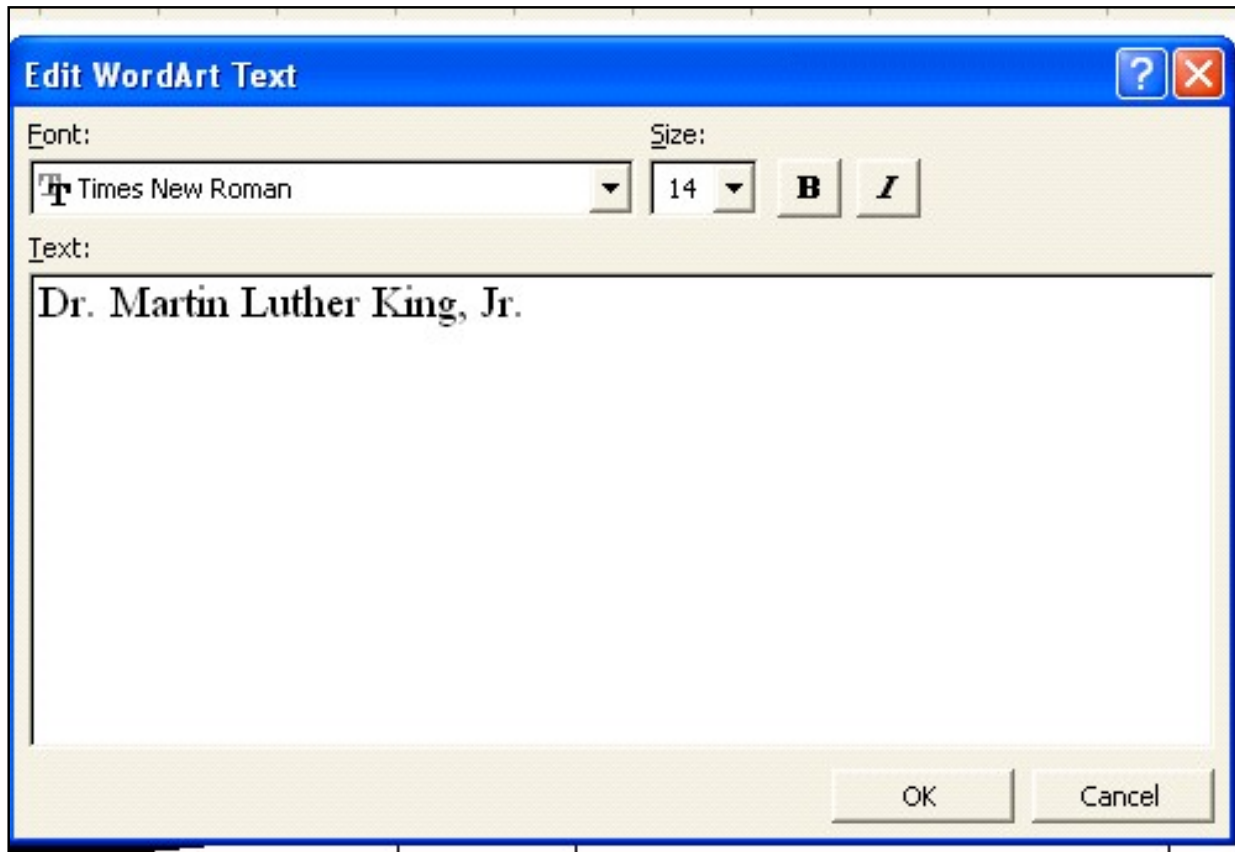
**Note:** If your clip art collection does not contain that image, or if you want to use another image, see the [Holiday Worksheets Using Word](#) techtorial for help.

- Double-click the clip art image in your document. Choose the Layout tab and click Tight.





- Click a WordArt style, and then click OK.
- Choose font size 14, and type "Dr. Martin Luther King Jr." (or another title of your choice) into the WordArt text box. Click OK.

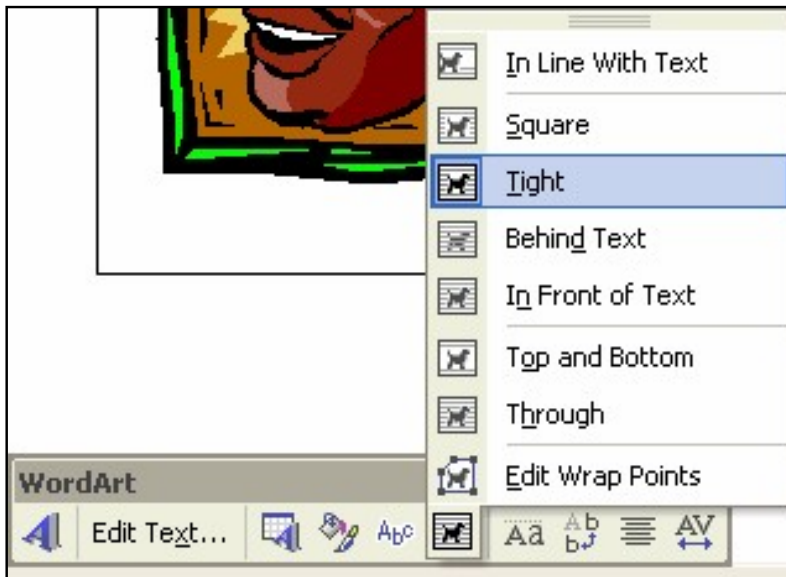


- Click the title, hold down the mouse button, and drag the title to the top of the trading card on the left.





- Click the layout icon on the WordArt toolbar, and then click Tight.



- Repeat the above steps to place the title "About Dr. King" (or another title of your choice) into the rectangle on the right.
- Save your work.

## STEP FIVE: ADD THE BASIC FACTS

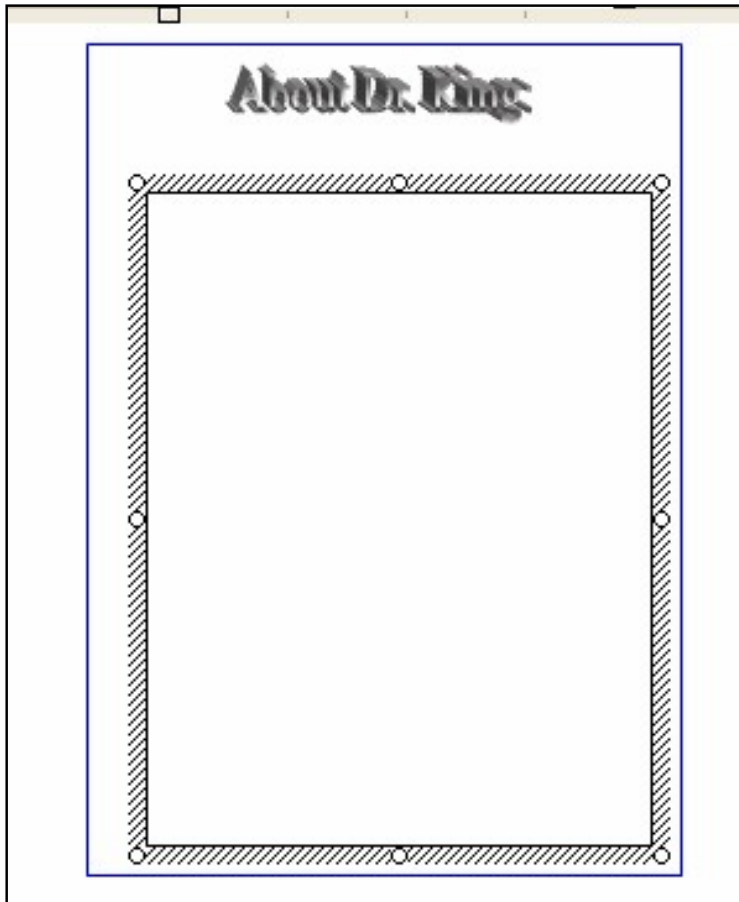
To add basic facts to the trading card:

- Click any side of the rectangle on the right, so the small squares along the edges are visible. Click the Textbox icon (shown in blue below) in the Drawing toolbar.

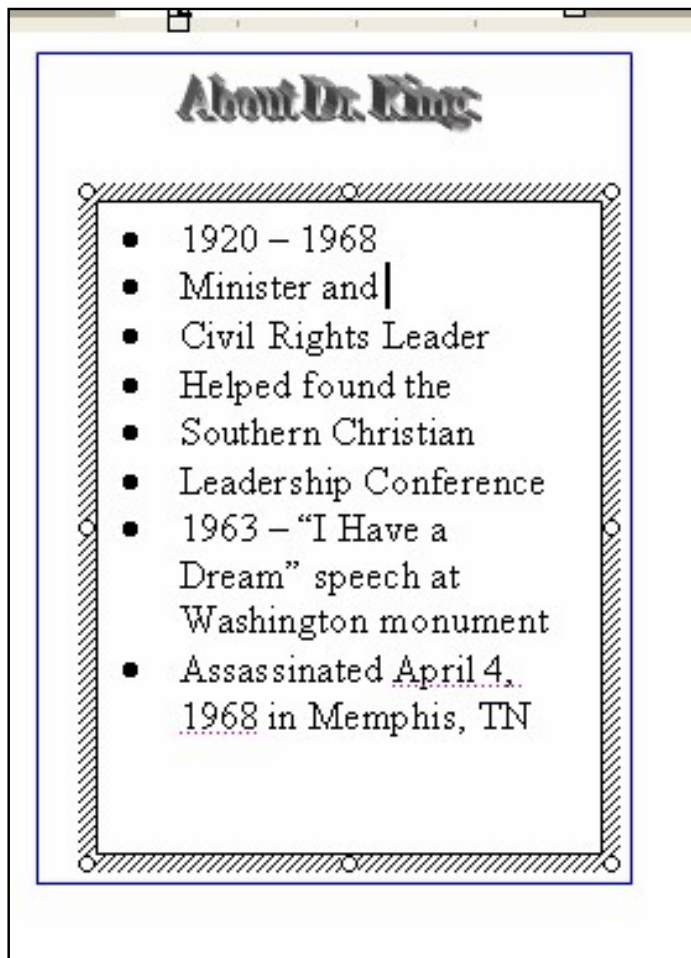


(If the "Create Your Drawing Here" box appears, click Backspace to delete it.)

- The cursor should look like this: +. Hold down the left mouse button and drag the cursor across and down inside the rectangle to draw a text box.



- Type inside the textbox the facts shown below. (To add bullets, click the bullet icon in Word's formatting toolbar.)



- Save your work.
- Click File>Print to print the page. Use as heavy paper as possible.
- Cut out both rectangles and glue them back-to-back.

### TIPS AND TRICKS

- Have groups of students create multiple trading cards on a given theme or unit.
- To use the trading cards as flashcards, omit the titles. Read aloud the facts and ask students to identify the topic.
- For more ideas for making and using trading cards in the classroom, see the following Education World trading card resources: [High School Kids Featured on Trading Cards](#), [I'll Trade You Henry Ford for Ben Franklin](#), and [Trading Card Template](#).
- For additional online trading card resources, see [Solar System Trading Cards](#), [Mathematician Trading Cards](#), [Radiation Budget Trading Cards](#), [Aerosol Trading Cards](#), [D-Day Trading Cards](#), and [Personalized Trading Cards](#).