Many professors provide PowerPoint presentations or outlines before lecture class. In these instances, using guided notes can be very useful.

**TAKING NOTES ON A LAPTOP**

If you take notes using your laptop, you can open up the PowerPoint and add your notes to the box that says “Click to add notes.”

If you prefer to take notes by hand, print out the PowerPoint with 3 slides per page. There will be a space for you to take notes on the printed PowerPoint. If a teacher provides an outline, add spaces in the outline so that you have room to write before you print it out.

**Example of Notes on PowerPoint Handouts**

**Example of Notes on Outline**


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STUDENT LEARNING ASSISTANCE CENTER
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