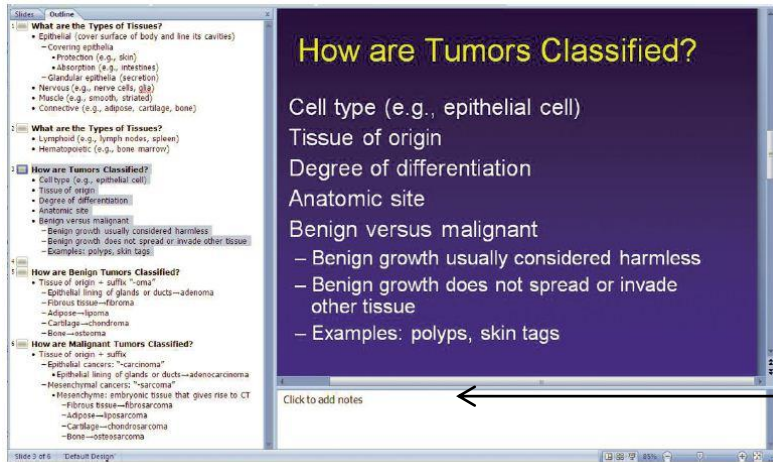


GUIDED NOTES IN LECTURE CLASSES

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

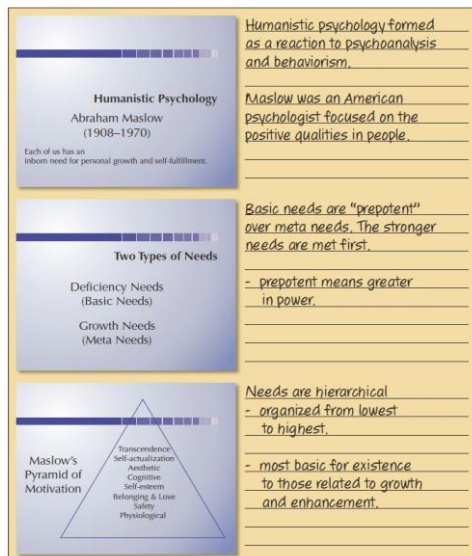
If you take notes using your laptop, you can open up the PowerPoint and add your notes to the box that says “Click to add notes.”



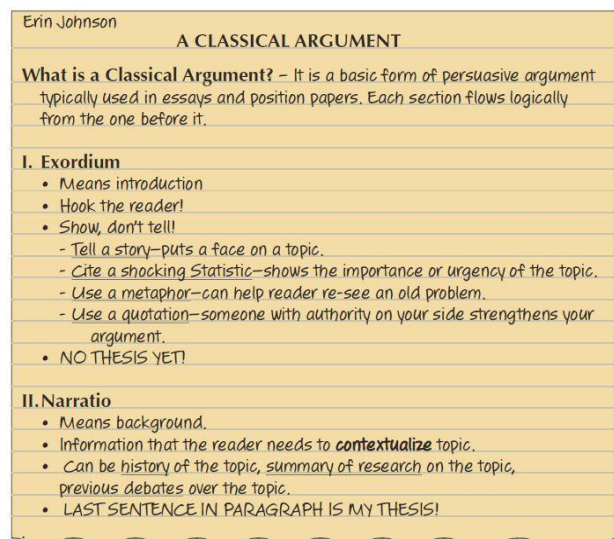
Click here.

TAKING NOTES BY HAND

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

Source: Sellers, D., Dochen, C. W., & Hodges, Russ. (2015). *Academic transformation: The road to college success* (3rd ed.). Boston, MA: Pearson Education.

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STUDENT LEARNING ASSISTANCE CENTER
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