

# notetak**R**.ppt

A template to assist students  
with note taking for  
school research projects

Designed by Kevin Jarrett

Original idea © Mike Eisenberg

# How to use this template

## Part 1: cover page

This tool was designed to help students like you gather research for class projects.

In the MIDDLE box, type the NAME of what you are researching. When you SAVE THE FILE, words in this box will be suggested as the file name.

In the BOTTOM box, type your name.

**"My Research Notes"**

Credit: Eisenberg, M. (2004). PowerPoint for Notetaking. Retrieved December 27, 2008, from <http://tinyurl.com/8pkpzw> via <http://tinyurl.com/9mwn37>.

# "My Research Notes"

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Credit: Eisenberg, M. (2004). *PowerPoint for Notetaking*. Retrieved December 27, 2008

# How to use this template

## Part 2: note pages

In the TOP box, enter the AUTHOR of the information. If no author or more than one source by that author, use the title.

In the SECOND box, enter the TOPIC you are researching. An example for an animal report: "Habitat."

In the MIDDLE box, enter your notes.

1. Summarize the main idea in your own words.
2. Paraphrase specific facts or ideas.
3. Quote if you will be directly quoting the article word for word.

ONE source per card


ONE idea per card

In the BOTTOM box, enter the page or paragraph number to show where you found the info.

**SOURCE:** Delete this text and enter the author of where you got the information. If no author or more than once source by that author, use the title.

Click to add title

- Click to add text



Page number or paragraph number: #

**SOURCE:**

Delete this text and enter the author of where you got the information. If no author or more than once source by that author, use the title.

**Topic:**

**Page number or paragraph number:** #

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# How to use this template

## Part 3: make more pages!

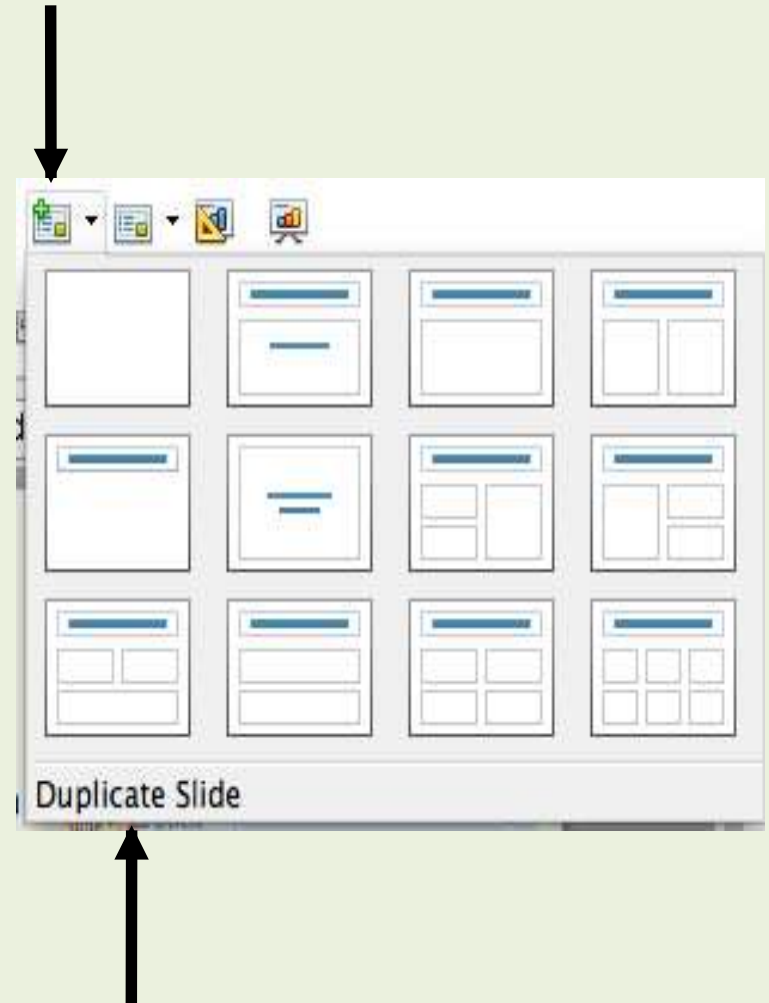
To make more blank notes pages, select the drop down next to the **Slide** button.

Choose **Duplicate Slide**.

Do this as often as you want to create enough blank notes pages for your research project.

Once the slides are created, you can rearrange them by using “Slide Sorter.” Click the “View” menu then choose “Slide Sorter.”

Take this opportunity to **SAVE YOUR WORK..**



# How to use this template

## Part 4: changing the background color

To help you organize your slides, each topic could be a different color slide.

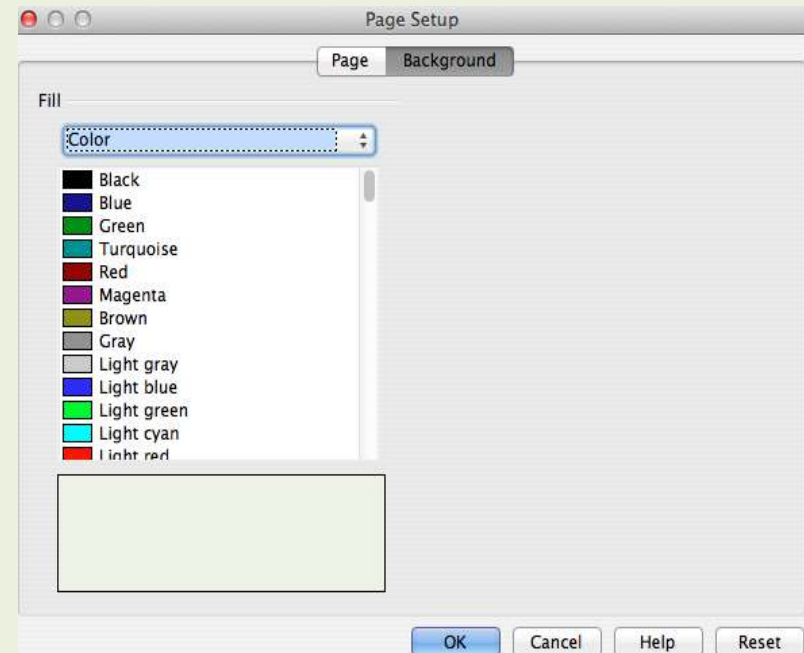
Change the color of the slide by going to the **Format** on the menu.

- Choose **Page**
- Choose **Background**
- Select a color

DO NOT change background color for all pages

You can rearrange slides by using “Slide Sorter.”  
Click the “View” menu then choose “Slide Sorter.”

Take this opportunity to **SAVE YOUR WORK.**



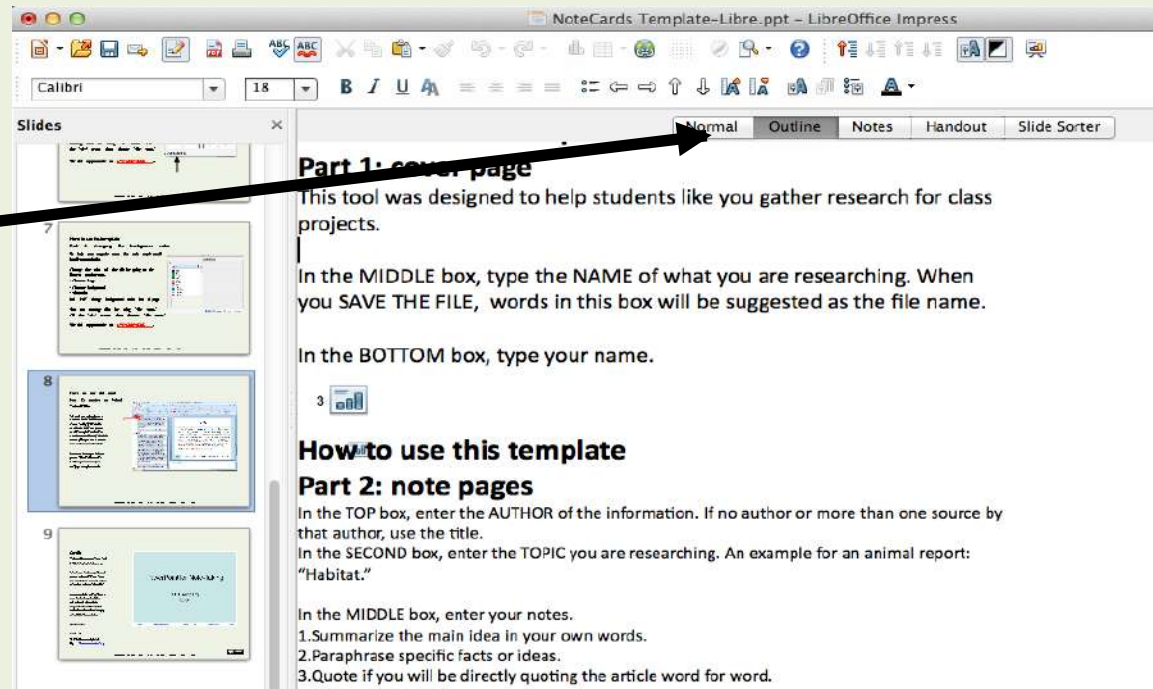
# How to use this tool

## Part 5: transfer to Word

This step is OPTIONAL.

To transfer your notes into a word processor, switch to Outline mode in PowerPoint, highlight the text (be careful to start at the very top and scroll all the way to the bottom), then press Command-C to copy the text into memory. Open your word processor and press Command-V to paste it.

Remember to save your file often as you work. Once the file is saved the first time, you can save easily and quickly by pressing Command-S.



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STUDENTS: DELETE THIS SLIDE BEFORE SAVING YOUR FILE!

## Credits

This template is based on “PowerPoint for Note-Taking” by Mike Eisenberg.

Mike’s PowerPoint is copyrighted but I see no problem with this work since his presentation provides instructions on how to create such a template!

I added some features I thought were important, including step-by-step instructions for students. I also designed the template so that all content would be included for copying when Outline View is selected.

Hope this helps,

Kevin Jarrett

Northfield Community School

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STUDENTS: DELETE THIS SLIDE BEFORE SAVING YOUR FILE!

