HOW TO TAKE NOTES FROM A POWERPOINT LECTURE

Never use the PowerPoint slides as an excuse to skip class; professors often provide very little information on their PowerPoints. You need the "full story" and the examples given in class if you are going to understand the notes well enough to answer test questions.

Preview – Prepare – Participate - Review

- Take 10-20 minutes to preview the slides before class
- Prepare: Print PPT before class or bring it up on computer during class
- Participate: Treat your lecture like a lab class – be an active participant (ask questions, volunteer, etc.)
- Review: Within 24 hours, review your notes & add any missing info, diagrams, explanations, write out the steps to solve a problem, & additional ways to expand on the info

3 Methods for Taking Notes from a PowerPoint Lecture

1) Take Computerized Notes Directly in the PowerPoint
   - Download the PPT to your computer
   - Take notes in the note section of each slide
   - Use the typed notes to continue studying & expanding on the information by (1) printing typed notes or (2) copying/pasting to the place you store all of your notes

TIP: Prior to printing, create space between major topics to give yourself room to add information, diagrams, etc.

2) Take Written Notes in Course Notebook
   - Use PowerPoint as a guide for organizing your Notebook notes (print or bring up on laptop)
   - Always add the date of the lecture to the PPT slides & your notes
   - Copy the headings & subheadings from slides to written notes
   - Listen for the “details” (what professor says about each slide) & take notes
   - Leave room in your notebook to fill in any gaps, add more information, etc.
   - Leave room in your notebook to cut/tape each individual slide onto paper

TIP: ALWAYS cut/tape slides with diagrams, examples, main concepts, etc.

3) Take notes on Paper Copy of PowerPoint Slides & in Course Notebook
   - Print 3 slides with notes
   - Take notes on note lines
   - Use the PPT note lines for 1 specific type of information, such as definitions, & keep this consistent
   - Notebook: think of your notebook as an accordion expanding on the information from the slides
   - Use your notes/slides to self-test (cover up one side & self-test)

How to Study from PowerPoint

Study by Replicating the Lecture. Print the slides in notes view. Go through the printouts one by one. For each page, start by covering the notes section so you can’t cheat. Try to lecture, as if talking to an imaginary class, about what’s important about the slides. Check the notes to see if you hit the high points. If not, mark it to return to in the next pass (this is classic Quiz-and-Recall studying.)