PowerPoint for Note-Taking

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PowerPoint Slides

- Use template provided or create your own template that includes at least 3 fields:
  - Title
  - Notes
  - Citation
- The slide layout - “Title and 2 Column Text” can be adjusted to create this template.

SOURCE:

Blank Slides (Note Cards)

- Duplicate the slides to create blank slides.
- Save a PowerPoint file of Blank Slides.
- Open and Save As when conducting new work.

SOURCE:

To Input Text

- Open up the PowerPoint show and the information source at the same time
- To input
  - Copy and Paste from a source
  - Drag and Drop
- Make sure to include the citation for the source.

SOURCE:

Formatting

- You may need to reformat the copied or dragged text:
  - Reduce size
  - Eliminate bullets
  - Change bold, italics, font, etc.
- To prepare for transferring the notes into a Word format – you may want to add an extra <hard return> in the Source field.

SOURCE:

Organizing

- Use the Slide Sorter function to move the slides (notecards) around.

SOURCE:

Transferring to a Word Document
Method 1

- Use the Outline View rather than Slides View. Usually a tab on the left side of the screen under the menu bars.
- In PowerPoint: EDIT – SELECT ALL – COPY
- Switch to Word (or any word processor): EDIT PASTE

SOURCE:

Transferring to a Word Document Method 2

- FILE – SAVE AS
- Use Outline/RTF format (in save window)
- Use Word (or any word processor) to open the RTF file.

SOURCE:

SOURCE:

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