

Making PowerPoint Note Cards

1. Open PowerPoint.
2. Choose Format and select Slide Layout.
3. Click on the slide thumbnail on the right that includes a bulleted list.
4. Click the New Slide button 9 times. This will create 10 blank slides.
5. Go to Save As and name this something appropriate. Save in your network folder.
6. Open an Internet page you will be using for your resources. Copy the web address from the address line of the browser.
7. Toggle back to PowerPoint and paste the address into the top line of the slide. This will record the source that you can return to for citation information.
8. Go back to the Internet page you are using and begin skimming to find information you need. When you locate relevant information, highlight a word or phrase and copy it.
9. Toggle back to PowerPoint and paste into the main box of the first slide.
10. Repeat this procedure as you extract the information you need. Be sure to put only one topic on each card. **SAVE FREQUENTLY.**
11. When you have collected all your notes, go to View and choose Slide Sorter. Now drag slides into an order that makes sense for your presentation.
12. You may also print your notes if you need to. Go to File, the Print and look for Print What near the bottom of the print screen. Choose Notes Pages to get separate pages (lots of wasted paper) or Outline View to get all notes on a page or two (preferred).