How to **Create Cornell Notes** on Microsoft **Word**!!! 3

Document Created by Lynn Murray

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**Steps to create Cornell Notes**:

1. **CTRL N**>Split the computer screen and place this document on the left and a new Word document on the right.
2. **Insert>Table>2\*8**



1. Hover over the center vertical line of the table until you see a double headed arrow and then slide it to the left to create a Subtopic column.
* Type Topic, Subtopic, Details, and Summary

  **Topic:**

|  |  |
| --- | --- |
| **Subtopic** | **Details** |
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| **Summary** |  |

1. 1 Highlight the rows ***underneath*** Subtopic and Details to the row ***above*** Summary.
* ***Right click*>**2**Insert>**3 **Insert Rows below**
* (Repeat the steps above to add additional rows)



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1. **Add bullets to the Details** column: 1 Highlight the **Details** column>2 **Home** tab>3 **Bullets**



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**Meet your new Cornell Notes and HOORAY for YOU!!!**

**Topic:**

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| **Subtopics** | **Details** |
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| **Summary** |  |