

# How to Create a Cornell Note Sheet on Microsoft Word

1

## Step 1:

Open Word and create a new document.



2

## Step 2:

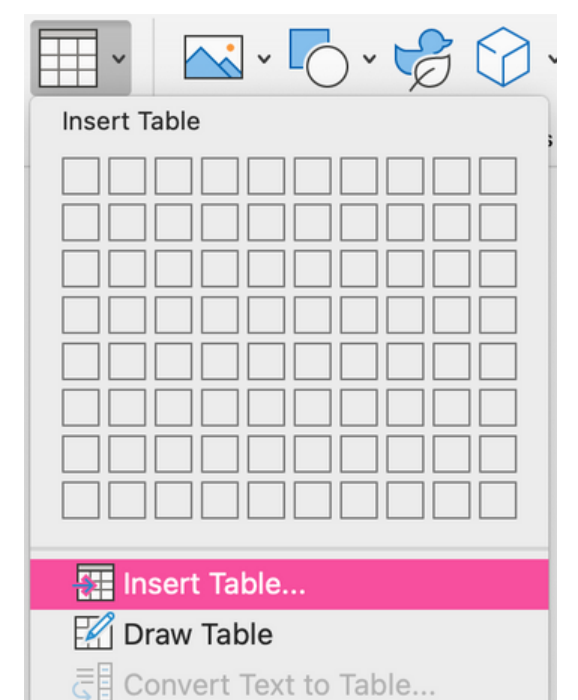
Scroll your cursor over "Insert" in the toolbox.

Home **Insert** Draw

3

## Step 3:

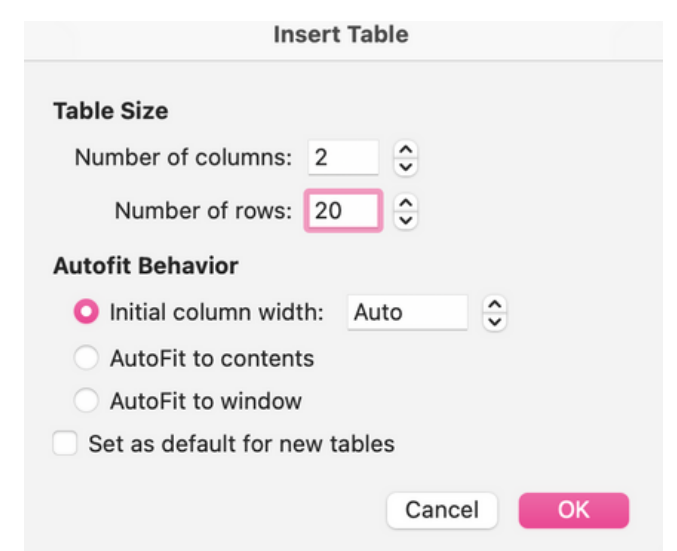
Select the Table from the menu. Click the arrow next to the table. Select "Insert Table"



4

## Step 4:

Adjust the # of rows and columns to add more or less based on the content. Click "OK" to insert the table.



5

## Step 5:

Click "Home." Highlight the top row of the table. Click "bold," "center," and "underline".

Home **Insert** Draw

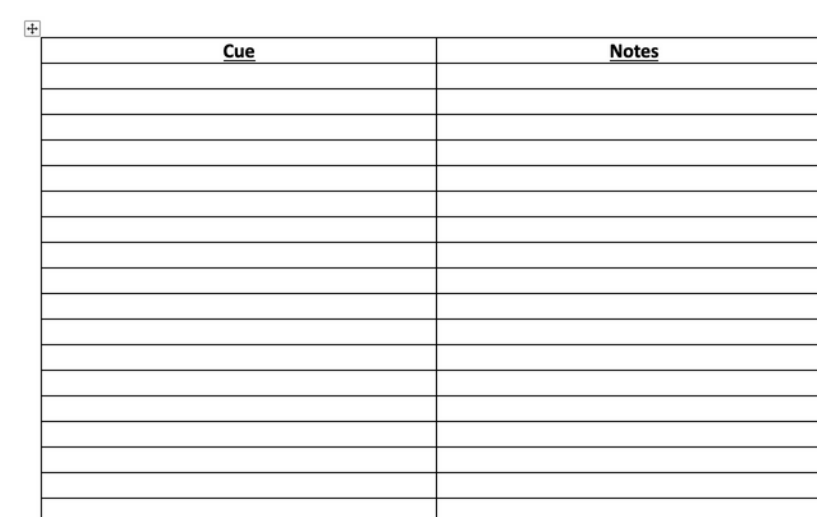


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## Step 6:

Label the left column "Cue" and the right column "Notes"

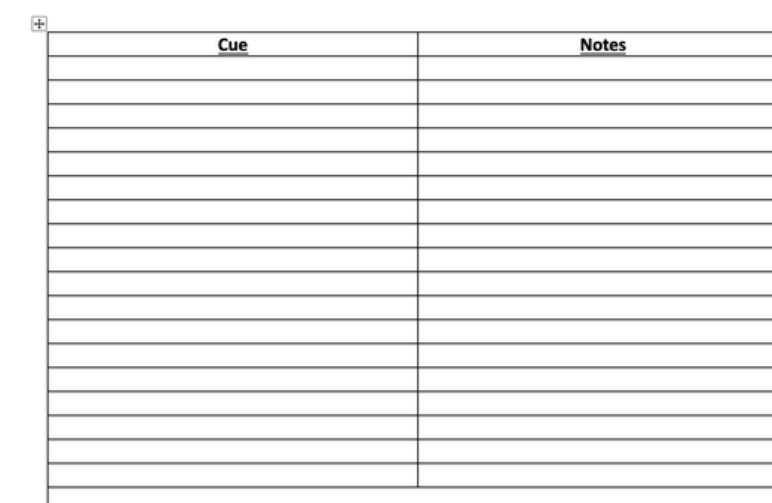


Cue	Notes

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## Step 7:

Highlight the bottom row. Scroll your cursor to the "Tell me" section. Type in "Merge" and select "Merge Cells."

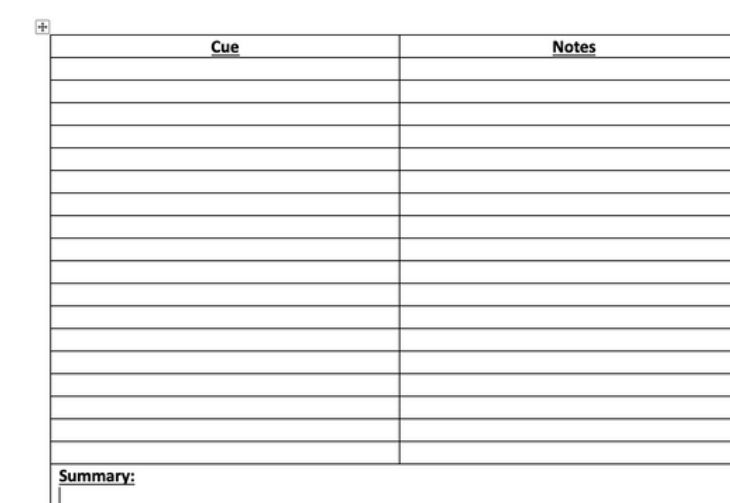


Cue	Notes

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## Step 8:

Type "Summary" and bold it and underline it. You are all set to take notes!



Cue	Notes
<u><b>Summary:</b></u>	

\*

## Other Apps

This method can also be used on applications such as Google Docs if you would like to type your notes. If you prefer to take hand-written notes, you can use this method on applications such as OneNote, Notability, or physical binder paper by drawing out your own Cornell diagram.

