How to Create a Cornell Note Sheet on Microsoft OneNote
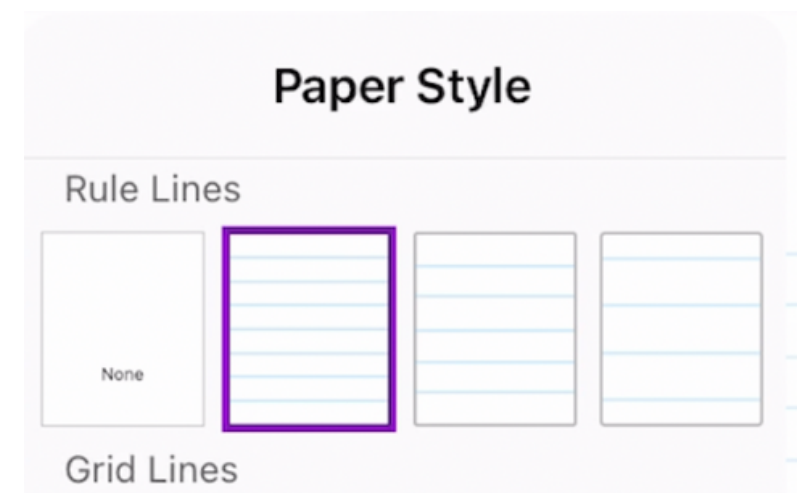
1

Step 1:

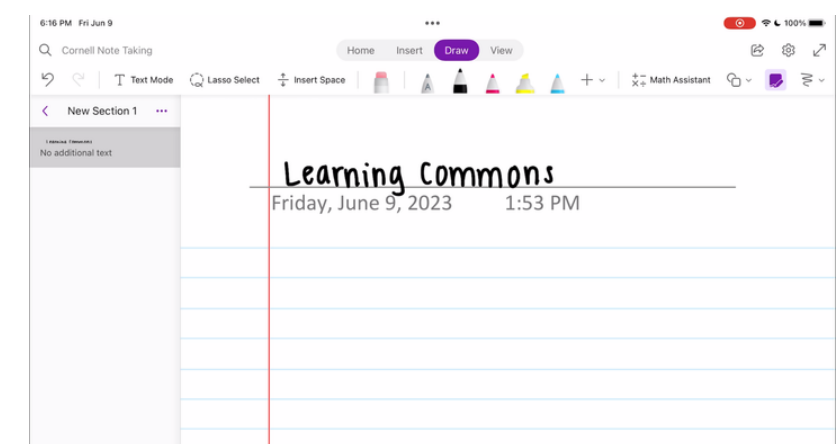Open OneNote and create a new note.

2

Step 2:

Select "View" in the toolbox. Click on the dotted paper icon. Then, select the narrow-lined paper style.
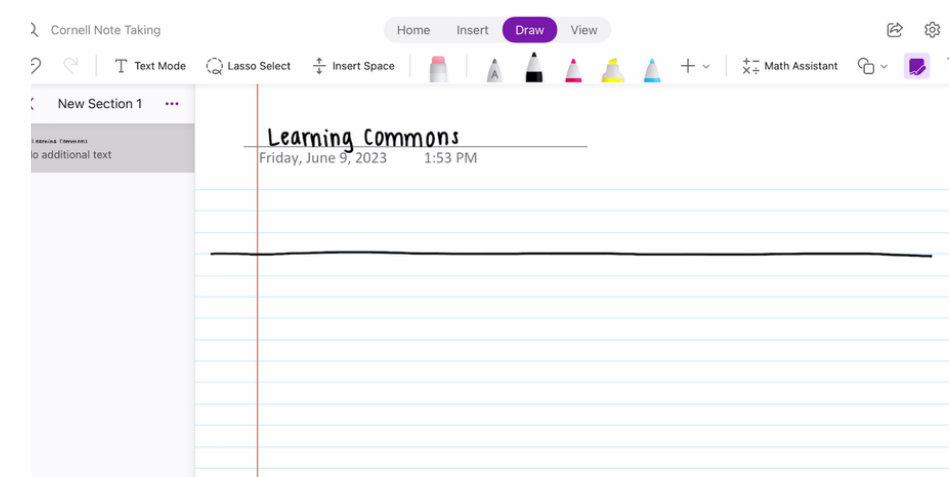
3

Step 3:

Select "Draw" in the toolbox. Choose a color and pen style. Title your note according to the information that you are learning that day.
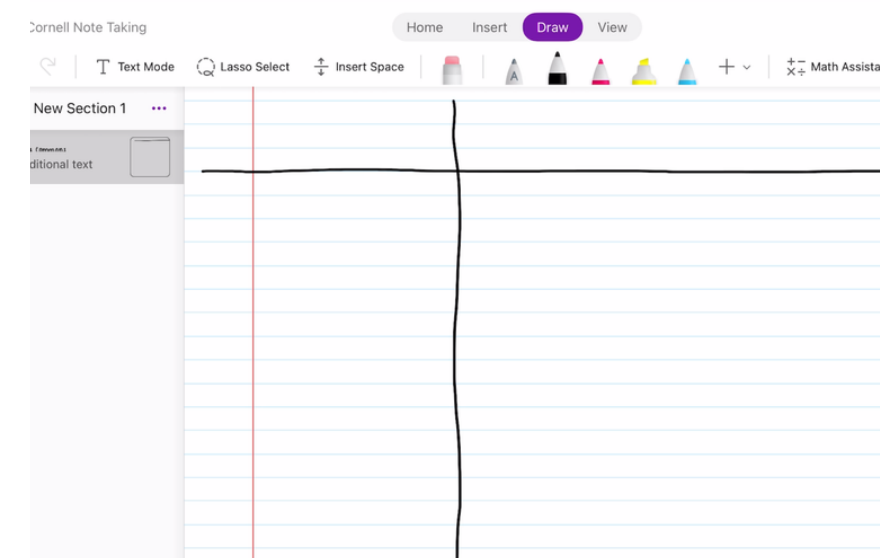
4

Step 4:

Draw a horizontal line on the top of your page.

5

Step 5:

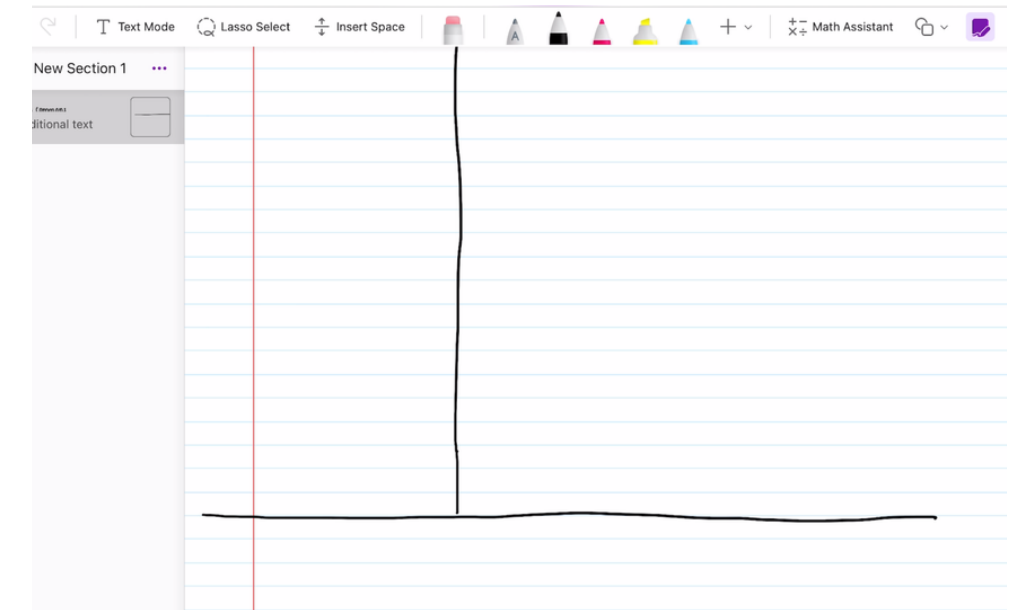Draw a vertical line near the left quarter of the horiztonal line.

How to Create a Cornell Note Sheet on Microsoft OneNote
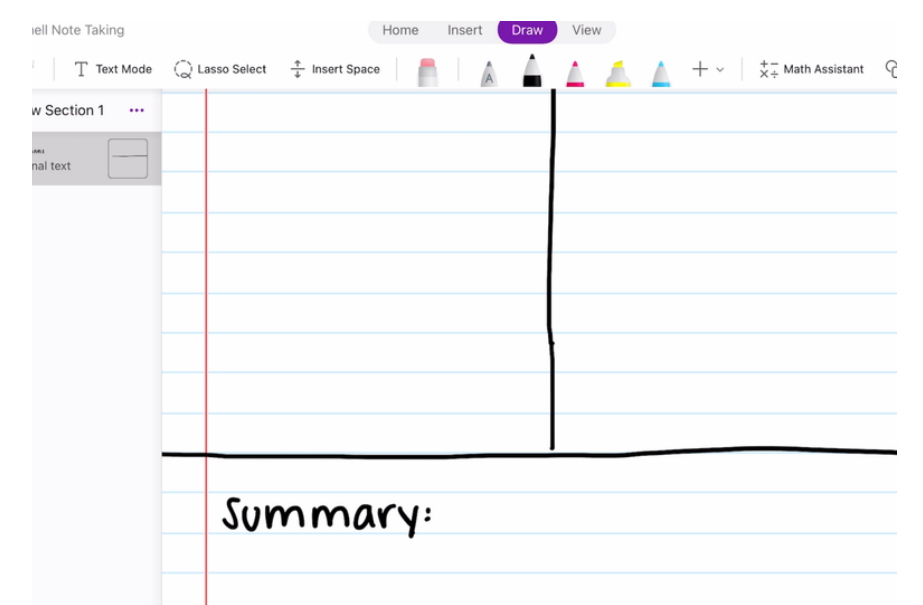
6

Step 6:

Draw a horizontal line at the bottom of the vertical line.
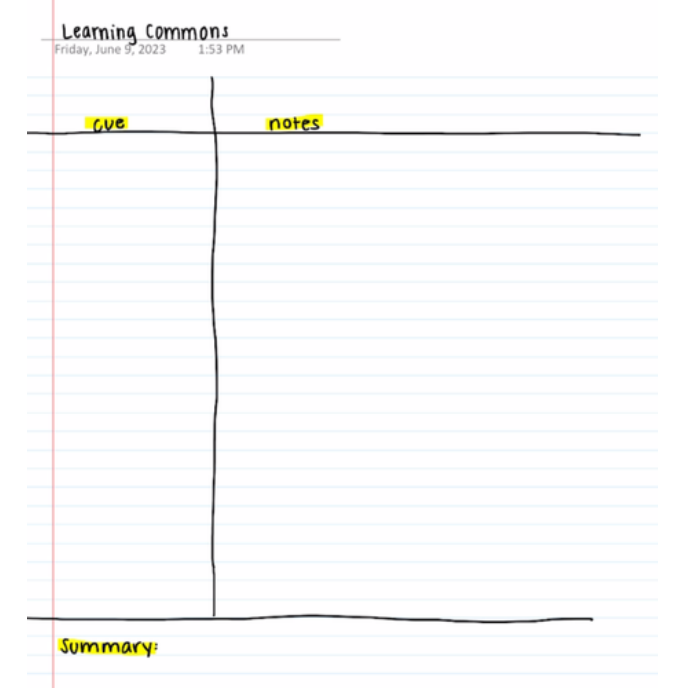
7

Step 7:

Write "Summary" under the bottom horizontal line. This is where you will summarize the notes you have taken in your own words.

8

Step 8:

Write "cue" in the left column and "notes" in the right column. Highlight each label and your notes are ready!

*

‼

This method can also be used on applications such as Notability or on binder paper!