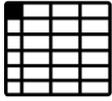# SPREADSHEET NOTES

Guidelines: Use a spreadsheet to write your notes and compare different features/traits/themes of articles/books/characters/projects/etc. The example below compares four popular note taking methods.

	Cornell Notes	Charting Notes	Outline Notes	Mapping Notes
Main elements	Lines + text	Chart + text	Bullets/dashes/numbers + text	Graphs/boxes/shapes + brief text
How to use	Place a vertical line dividing the paper into two parts and write notes on both parts (left: point/topic, right: relevant notes).	Draw a chart/table and break it into columns. Insert headings for the columns and write notes in each box.	Make an outline that consists of bullets/dashes/numbers, and briefly describe the points/ideas in a single or few phrases/sentences.	Organize your thoughts into a well-structured and logical scheme that consists of shapes with text that briefly describes an idea/concept/etc.
Preparation requirements	No special preparation needed	Preparation needed: you must know the topics/features/headings for your chart in advance	Doesn't work well for quickly paced lectures as it requires time for accurate organization	No special preparation needed: structure these notes any convenient way and expand as necessary
Speed of inserting data	Requires some time for expanded content in the right-hand column	Can be quick if you're prepared and have just a few columns to fill in	Depends on how long the outline is and whether it includes brief or expanded ideas	Can be time-saving because you only need to insert the essential keywords/concepts/figures into your shapes
Advantages	An easy and efficient way to record and review notes—you can pull out or add new ideas at any time	A convenient way to record the most relevant data for quick learning	A well-organized system that helps track relationships between points	Easy to edit; a vivid and well-illustrated way for you to grasp the ideas
Disadvantages	You have to spend some time reviewing the notes until you find what you're looking for.	You need to know what exactly will be covered in a lecture to prepare the chart correctly. Otherwise, it might require changes on the go.	You need to be prepared to build an accurate outlining system. It can also be difficult to track the connections between ideas by their sequence.	It's inconvenient to use this organizer to record large amounts of information.