

Using templates in notes (Tutorial A7)

http://www.atomiclearning.com/k12/en/movie/28231/play_window?type=Tutorial&sid=1674

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You can use Notes templates to format pages in the Notes application. I'm going to create a new Notes page by clicking

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Insert, and then choosing "Notes." In this case, I'd like to create a page that has a Question section and an Answer

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section, so I'll click the Templates button, and choose Q&A to format the page appropriately. Because I'm in the

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Notes application, I can type anything, including math templates. To do this, I'll click in the Question area

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of the page. Now, I'll insert a template here by right clicking and choosing Math Templates. Next, I'll insert

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the nth root template by double-clicking on it. Now, I'll enter the cube root of 64 by entering 3 outside the root

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symbol, clicking on the dashed box under the root symbol, and then entering 64. Once I've got it filled in, I'll

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click and drag to select the cube root. Now, I'll right-click and Choose copy, then right-click in the Answer portion

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of the page and choose Paste. Note that you can also use the Copy and Paste buttons in the Tool bar. Now I'd like

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to create the answer to this cube root by evaluating it. To do this, I'll click and drag to select it. Next, I'll

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click on the Actions button or right-click, and choose “Evaluate Selection.” Now I can hide the answer by clicking

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the double arrow on the right side of the page. To reveal it again, I’ll just click the double arrow again. Another

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helpful template is the proof template. I’ll insert a new Notes page by clicking Insert, and then choosing Notes

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again. Now, I’ll click the Templates button, and this time I’ll choose “Proof.” Here, I can write statements in the

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left column, and my proof for those statements in the right column. I’ll enter a statement into the left column here

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by making the statement that $a^2 + b^2 \neq c^2$ by entering “a”, then “Shift-6,” then “2,” and then “+”. Now, I’ll

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enter “b”, and then “Shift-6,” followed by “2.” I’ll enter the not equal symbol by clicking the Symbols button to

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open the Symbols palette, and then double-clicking the not equal symbol. Finally, I’ll type “c,” then “Shift-6,”

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and then “2.” Next, I’ll click in the right column. Now, I’ll enter my proof for this statement on the right. I’ll

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just enter some periods of ellipsis, and then enter “a/0.” Another interesting feature in Notes is the ability

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to insert comments as a reviewer or teacher. If I’m a teacher reviewing this proof, and I see areas that I wish



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to comment on, I can click on Insert and then choose Comment, Teacher. Now, I can enter my comments.

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