MATHS AND STATS

IT tips for UON students

Location of study/course planner sheets

Being organised is key to success and helps to alleviate stress. You may need to scroll down a little to find the post for the planner sheets. Follow the link to [Academic Learning Support](#)

Cloud storage – [OneDrive](#) for UON students is 500 GB free storage

Click above to learn more. You can never have enough storage … especially if it is free!

Microsoft (MS) office and other software free to UON students at UON

Can be installed on multiple devices (up to 5 PC's and 5 mobile devices). Click [Download](#).

OneNote (included in MS Office)

A versatile notetaking app that you can use on any device via the app or online, anywhere. You can upload pdf files into **OneNote** and easily annotate your notes rather than rewriting important info during the lecture. OneNote stores your files online for easy access.

Word (included in MS Office) – Symbols and Equations (hold ALT and tap =)

Scientific courses use weird and wonderful symbols. Many of these can be found in

> **Word > Insert** tab **> Symbols**

Common symbols frequently used can be typed using shortcuts
  eg   ≤   …   type 2264, highlight the number and press Alt + X to add symbol ≤ in your text.

Mathematical expressions often require more than just a few symbols …

- **Word > Insert tab > Equations** provides a number of options for maths type, allowing you to build the equation line by line using a range of different options for writing fractions, indices, integration and so on.

- **Word > Insert tab > Equations > Ink Equation** (top left) – allows you to *write* maths notation with a stylus or mouse, one line at a time and converts it into *type*.

Adobe Acrobat (free version!) - annotate   highlight   draw

Annotating your course PDF notes allows you to add to, rather than rewrite important info during a lecture. You can have all your notes together in one file and it is easy to use, or learn from the tutorial included in the software! Download Acrobat from the webpage given below, then set Adobe as your default PDF reader. A toolbar in Acrobat will allow you to annotate, highlight, draw and much more! On-campus, the uni computer version of Acrobat allows you to combine pdf files into one document using the **Organize** tab – very useful when you want to search for key words using the Find option (**Control + F** or **mac: Command + F**).

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