Notes for the margin (steps for 'completing the square')
(1) get your quadratic into standard form $\left(a x^{2}+b x+c=0\right)$ and write down $a, b$, and $c$.
(2) get the constant term $c$, to the other side of the equation $\left(a x^{2}+b x=-c\right)$ $\qquad$
\& (3) calculate $\left(\frac{b}{2 a}\right)^{2}$ and add it to both sides of
(4) factor the left side (use the shortcut!!!), then solve normally.

