

OneNote

[PDF](#)

Short summary

Jegyzeteljünk online! (szabadkézi írással, rajzolással, gépelés, hangfelvétellel, vagy videómegosztással)

Link

<https://www.onenote.com/students?omkt=hu-HU>

Description

A digital notebook for organizing and saving notes. A Microsoft application, available for Windows, Mac, iOS and Android, and even for Chrome.



Office →

Microsoft 365



Outlook



OneDrive



Teams



Word



Excel



PowerPoint



OneNote



To Do



Family Safety



Calendar



Skype

All apps →

Those who have a Microsoft account can use it to take notes and make audio recordings, which they can even share and edit together as a team – thus it is excellent for group work as well.

Users can have multiple notebooks in which they can create sections and tabs.

The image shows a screenshot of the Microsoft OneNote application interface. The main window displays a notebook titled "Company Picnic Plans" with a handwritten mind map. The mind map has a central node "Company Picnic" with branches for "Park?", "Campus?", "Band", "Entertainment", "Paddle Boats", and "Games". Under "Food", there are sub-nodes for "Soda" and "Pie". A task list titled "Follow-up items" is visible on the left, with items like "Contact the caterer", "Book the band", "Follow-up on safety", and "Send out park directions". The interface includes a ribbon with tabs for FILE, HOME, INSERT, DRAW, HISTORY, REVIEW, and VIEW. A search bar is located in the top right corner. Several callout boxes with arrows point to specific features:

- Switch between touch and mouse:** If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.
- Display or hide the ribbon:** Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.
- View or switch between online accounts:** Click your account ID to change settings or switch accounts.
- Manage files:** Open, create, share, and print your notes. You can also change your account settings here.
- Show notebooks:** Click the notebook icon to see all of your open notebooks.
- Show note containers:** Mouse over any text to show its container. Grab the top bar to move it around.
- Tag important information:** Prioritize and organize notes with instantly searchable tags.
- Find your notes:** Use the Search box to find anything in your notebooks, or press **Ctrl+E**.
- Create pages:** Click **Add Page** to insert a new page.
- View a full page:** Click the double arrow for Full Page View.
- Handwrite, draw, and sketch:** Take notes in your own handwriting on a Touch-capable PC.

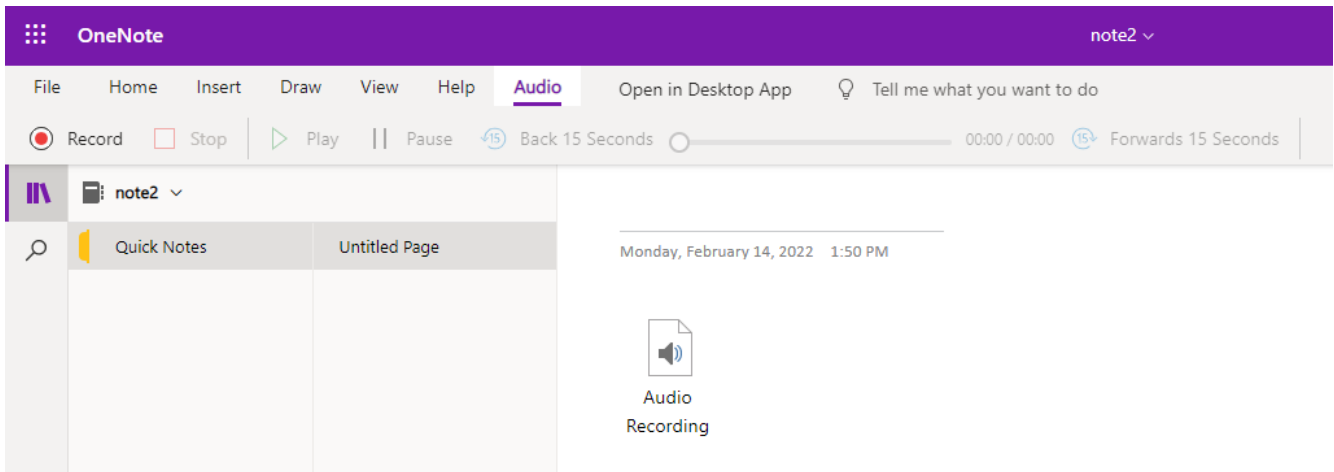
Excellent for group work.

The image shows a "Send link" dialog box in OneNote. The dialog has a title bar with a close button (X) and a menu button (three dots). The main content includes:

- The text "note2" below the title.
- A globe icon followed by the text "Anyone with the link can edit >".
- A "To:" field with the placeholder text "Name, group or email" and a pencil icon.
- A "Message..." field for adding a custom message.
- A prominent blue "Send" button.
- A link icon (two interlocking circles) and the text "Copy link" at the bottom.

It saves your work automatically at regular intervals.

It can also record audio or send video messages.



Advantages

- available on a wide range of devices (platform-independent)
- useful widgets available for Android, so you can even draw from the home screen
- continuous synching with your Microsoft account
- plug-ins can be added, e.g. Onetastic
- suitable for systematization
- notes are available from anywhere

Disadvantages

- the mobile application does not have as many features/functions as the desktop one

Usage in teaching/learning

- creating and sharing notes in group work
- (collaborative) content collecting
- mathematical operations can also be performed with the application

Tutorial video(s)

<https://www.youtube.com/watch?v=DnKgleMmfjw>

<https://www.youtube.com/watch?v=k9elwXXJyss>

<https://www.youtube.com/watch?v=l725xySvwug>

Examples

<https://support.microsoft.com/en-us/onenote>

<https://helpdeskgeek.com/office-tips/capture-screenshot-using-onenote/>

<https://www.online-tech-tips.com/ms-office-tips/13-onenote-tips-tricks-for-organizing-your-notes-better/>

https://www.orkney.gov.uk/Downloads/Files/Human_Resources/LearnDev/Microsoft%20One%20User%20guide.pdf

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Type of tool

Digital workspace

Digital workspace

Online 'boards' provide collaboration opportunities for multiple users at the same time. They can be used to share a variety of content in one place: text, image, link, file, document, audio, video, etc.

Pricing

Free version available

Interface language

Hungarian

Does it have a built-in repository where we can browse content created by other teachers?

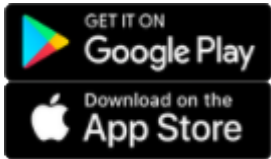
no

Does the free version support online cooperation?

yes

Difficulty

For beginners



Author

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