

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 "Company Picnic" at the center, with branches for "Park?", "Campus?", "Band", "Entertainment", "Paddle Boats", "Games", "Soda", and "Pie". A checklist titled "Follow-up items" is visible on the left side of the page, 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 box is located in the top right corner. Several callout boxes with purple backgrounds and white text point to specific features in the interface:

- 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.

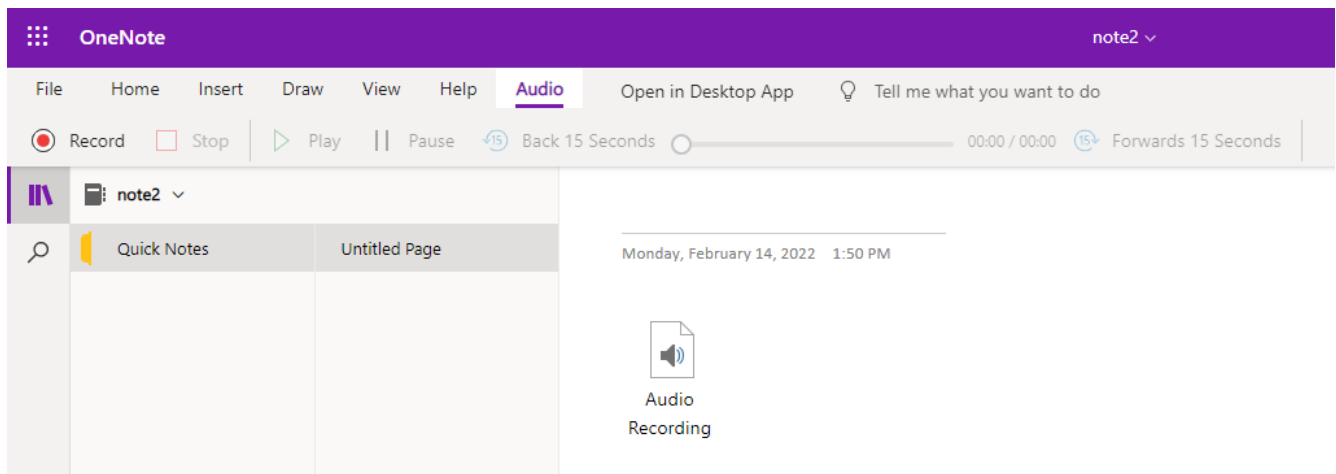
Excellent for group work.

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

- The text "Send link" in a large font.
- The text "note2" below it.
- 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.
- A blue "Send" button.
- A link icon (two interlocking circles) and the text "Copy link" below it.

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?

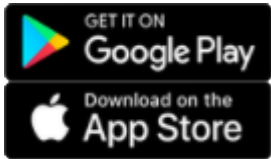
no

Does the free version support online cooperation?

yes

Difficulty

For beginners



Author

Hegedüs Helén