

# 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 screenshot shows the Microsoft OneNote application window titled "Company Picnic Plans - OneNote". The interface includes a ribbon with tabs like FILE, HOME, INSERT, DRAW, HISTORY, REVIEW, and VIEW. The main content area displays a notebook titled "Company Picnic Plans" with a section "Event Planning" and a page "Company Picnic". The page contains handwritten notes and a checklist titled "Follow-up items".

Callouts highlight the following 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.

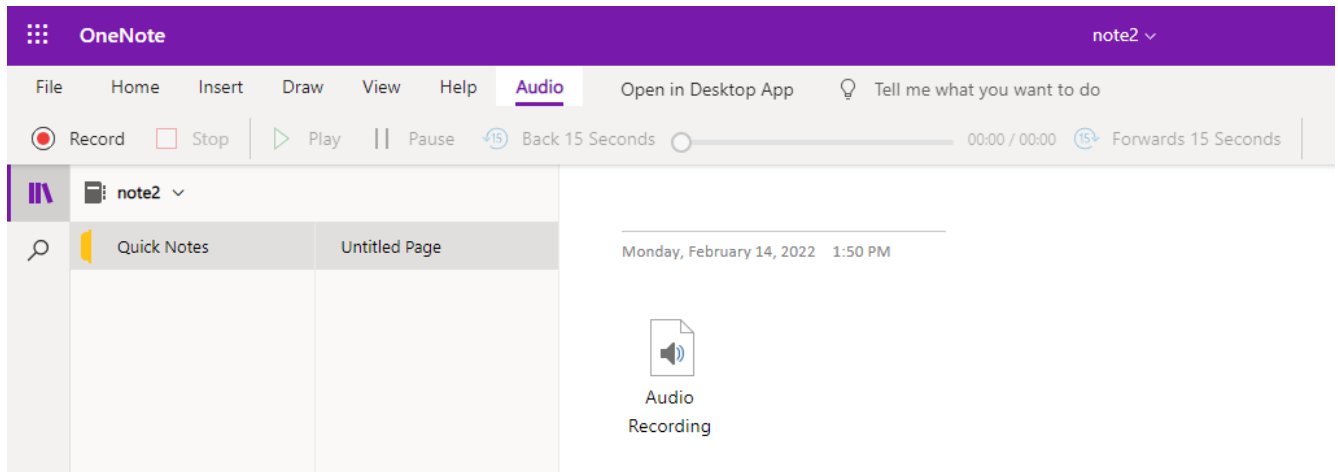
Excellent for group work.

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

- A heading "Send link" and a sub-heading "note2".
- A globe icon and the text "Anyone with the link can edit >".
- A text input field labeled "To: Name, group or email" with a pencil icon and a checkmark.
- A text input field labeled "Message...".
- A blue "Send" button.
- A link icon and the text "Copy link".

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=I725xySvwug>

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

- [Log in](#) or [register](#) to post comments

## 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?**

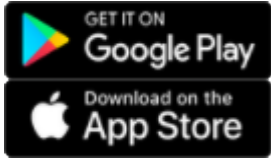
no

**Does the free version support online cooperation?**

yes

## Difficulty

For beginners



## Author

Hegedüs Helén