

# OneNote

[PDF](#)

## **Breve sintesi**

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

## **Link**

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

## **Descrizione**

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 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".

Surrounding the screenshot are several callout boxes with text explaining features:

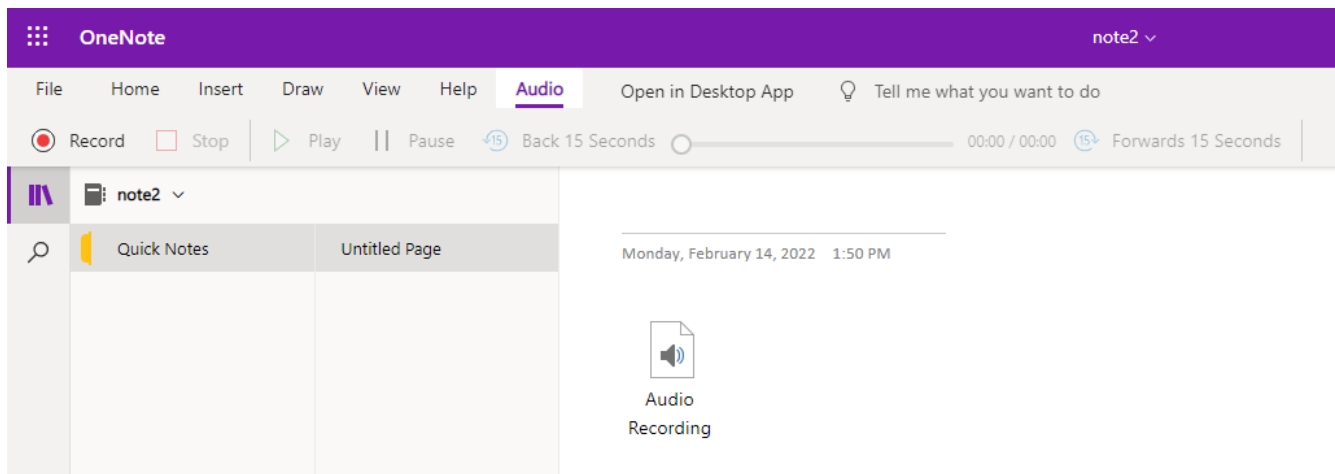
- Switch between touch and mouse:** If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.
- Display or hide the ribbon:** Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.
- View or switch between online 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. At the top, it says "Send link" and "note2". Below that, there is a globe icon and the text "Anyone with the link can edit >". There is a field for "To: Name, group or email" with a pencil icon and a checkmark. Below that is a "Message..." field. At the bottom right is a blue "Send" button. At the bottom left is 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.



## Vantaggi

- 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

## Svantaggi

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

## Utilizzo per l'insegnamento/apprendimento

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

## Video tutorial

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

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

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

## Esempi

<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)

- [Accedi](#) o [registrati](#) per poter commentare

## Tipologia di strumento

# 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.

## Prezzi

Free version available

## Linguaggio dell'interfaccia

Hungarian

**Lo strumento comprende un archivio in cui possiamo sfogliare i contenuti creati da altri insegnanti?**

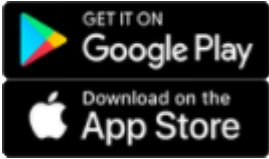
no

**La versione gratuita prevede la collaborazione online?**

sì

## **Livello**

For beginners



## **Autore**

Hegedüs Helén