

What is OneNote?

OneNote is a **digital notebook that automatically saves and syncs your notes as you work**. It can be shared with other people to enable a real-time, collaborative workbook.



Is OneNote part of Office?

The OneNote desktop app on Windows is **part of Office 2019 and Microsoft 365**, but it can also be downloaded as a standalone app and used independently on any PC. It runs on any currently supported version of Windows — including all editions of Windows 10. Sharing becomes possible because OneNote is **cloud-based**.

What are the advantages of OneNote?

One of the important aspects of OneNote is that you can give **structure** to your Notebook which would enable you to manage your work more efficiently.

Another important aspect of OneNote is that it offers **flexibility**:

- You can invite people to share a Notebook file. Notebooks can be shared for viewing or editing, and as **OneNote automatically saves as you work**, multiple users can collaborate at the same time.
- You can **back-up** your Notebook.
- You can **record** content.

- Once other people start making changes to a shared notebook, the changes are automatically saved periodically (**sync**), and available for viewing. You can also manually sync the changes.
- You can **access a notebook across devices** – e.g. on other computers or phones by sharing the Notebook on the web.
- You can capture **screen clippings**.
- You can create **section tabs** for each activity; create **pages** in each section, and **sub-pages**, which can also be put into groups;
- You can create more levels by creating ‘**New Section Groups**’ e.g. Professional Section Group; Personal Section Group, etc. to streamline the structure.
- You have options to type information in your notebook or insert it from other apps and web pages, insert tables and convert them to spreadsheets, make handwritten notes, draw your ideas, insert files from your PC, and use the formatting tools to improve the visual aspects of your work.
- You can tag your notes.

Suggestion for Homework:

It would be good if you could install OneNote app on your computer, and get familiar with it before we meet up next Monday. The following link, on YouTube, is OneNote tutorial provided free by *Custom Guide*. I went through it and found it very clear and comprehensive. I hope you find it helpful:

<https://www.customguide.com/onenote>