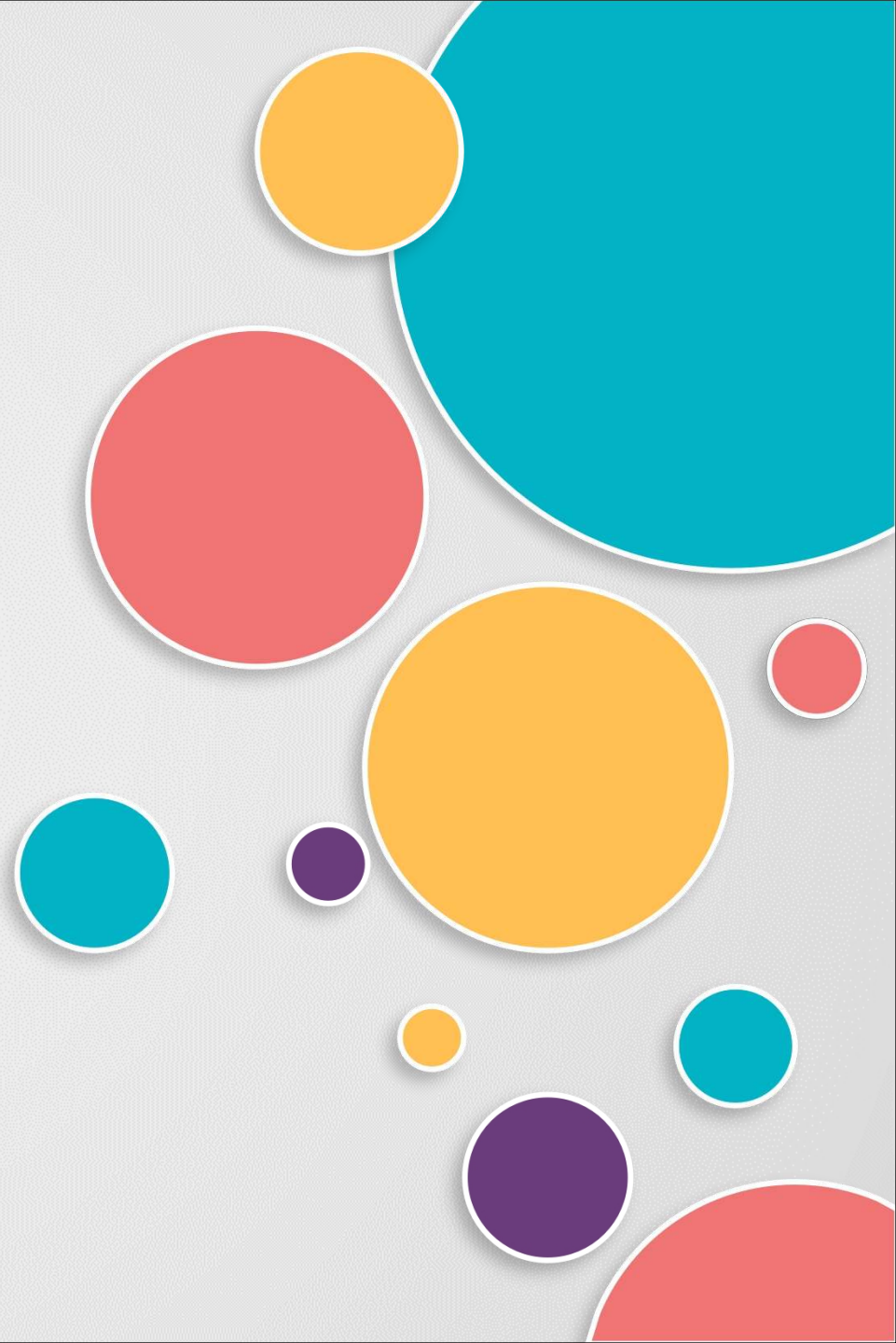


MICROSOFT ONE NOTE MODULE

S I T I N O O R H A J A R

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TECHNOLOGY,
FACULTY OF EDUCATION,
UNIVERSITI MALAYA





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- INTRODUCTION
- GETTING STARTED WITH ONE NOTE
- APPLICATION OF ONE NOTE
- REFERENCE

OneNote Class Notebook Creator

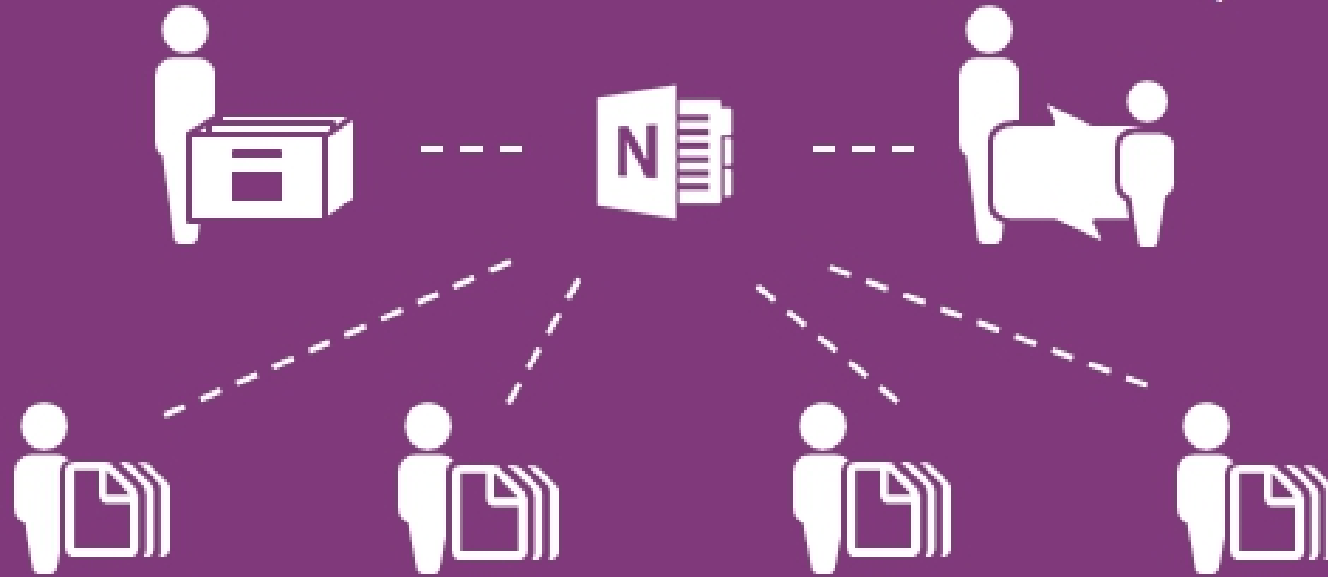
Content library



Collaboration space



Student notebooks





INTRODUCTION



WHAT IS ONE NOTE?

Microsoft OneNote is an app that is designed for research, note-taking, and information storage.

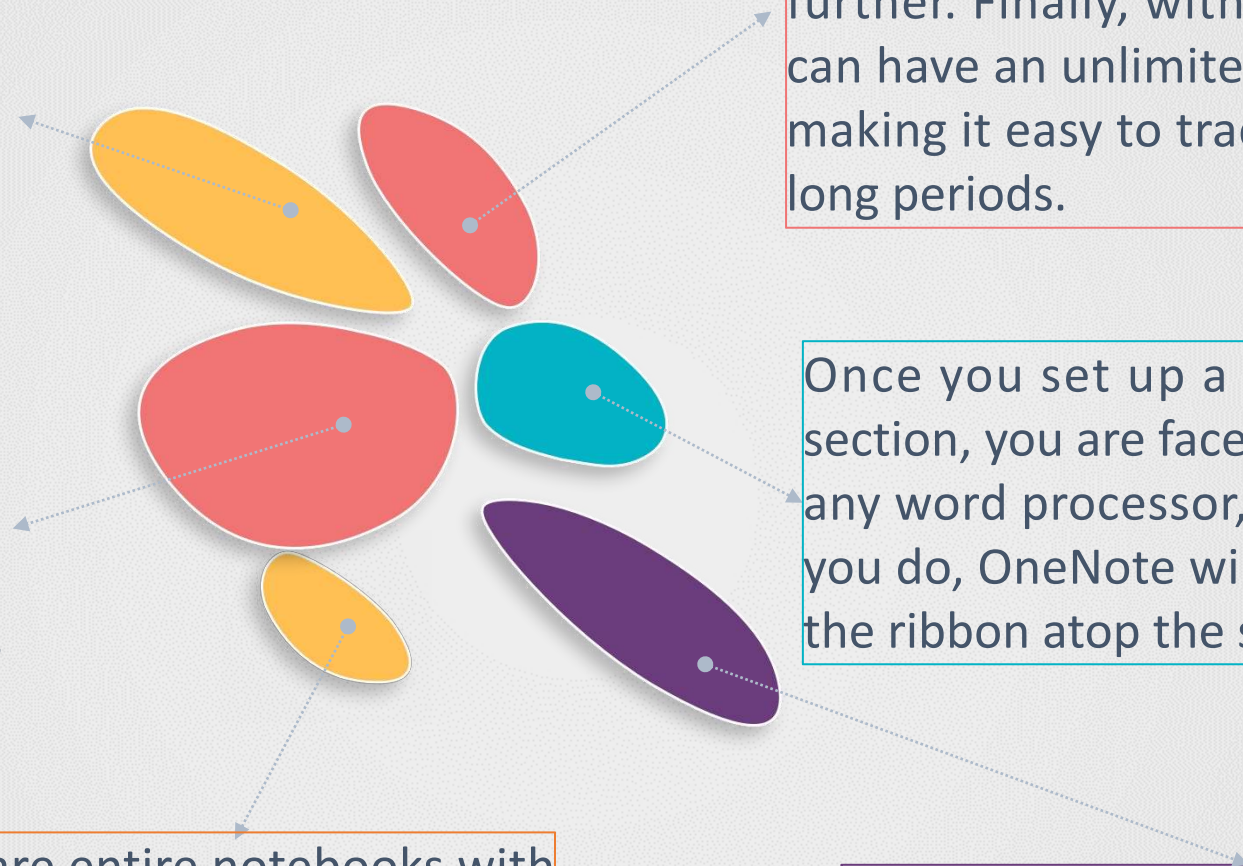
OneNote uses the metaphor of a notebook, complete with books, sections, and pages. Your copy of OneNote can have multiple notebooks, each dedicated to a different topic.

You can share entire notebooks with other people using the Share button in the ribbon, though know you're sharing the whole notebook, not only a section or a page.

Within the notebook, you can create sections to organize your notes even further. Finally, within any section, you can have an unlimited number of pages, making it easy to track information over long periods.

Once you set up a notebook and create a section, you are faced with a blank page. Like any word processor, you can start typing. As you do, OneNote will offer Word-like tools in the ribbon atop the screen

OneNote is a versatile tool that you can use privately, or share with others and with yourself on different devices.



ONE NOTE FEATURES

3

Secured information

Password protection can be enabled on note sections. 3DES encryption standard secures the information.

2

Optical Character Recognition (OCR)

OneNote uses OCR technology to automatically import text from images or handwritten notes.

4

Multimedia

OneNote features the ability to add images, audio, and video to notes. In addition, the application recognizes spoken words, so users can easily search through recordings.

1

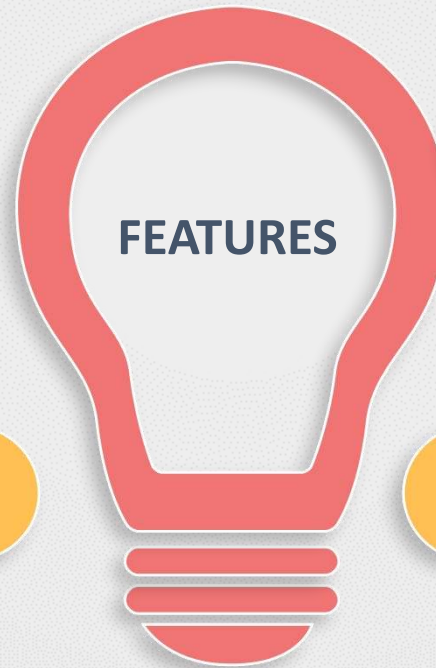
Real-time collaboration

OneNote is cloud-based, meaning notes can be shared with others for real-time viewing and editing. Notes are automatically saved, and the application keeps track of past revisions and file changes.

5

Integration

OneNote syncs with all other Microsoft applications such as Outlook. Plugins can be added to increase functionality such as Zapier, Salesforce, Trello, and Slack.



ADVANTAGES OF ONE NOTE



OneNote enables collaboration in real-time

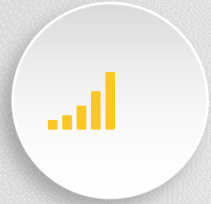
As Office 365 is cloud-based, you can share a OneNote file with other people to enable a real-time, collaborative workbook. Notebooks can be shared for viewing or editing, and as OneNote automatically saves as you work, multiple users can collaborate at the same time. It's not unusual for accidents to happen when there are multiple users editing the same file. OneNote has this covered. Through its 'history' tab, you can view past revisions to track changes and restore file versions.



OneNote to record ideas and information on the go

OneNote is designed for use on any device, and it's available on all major operating systems including iOS and Android. So by synchronising OneDrive notebooks across multiple devices, users can access all their notes, as well as create new notes, regardless of whether they are in the office or out and about. Like a word processor, text, tables, images and links can be added to the application. Also, if you're using a device with touch capability, you can write or draw directly into the system. OneNote can even scan your handwritten text, and convert it into typed text.

ADVANTAGES OF ONE NOTE



OneNote can support your notes with multimedia

As well as the ability to enter text (processed or handwritten), images and other media types that are possible through Microsoft Word, OneNote lets you record audio and video straight into your notebook. This is perfect for documenting meetings and sharing them with co-workers. OneNote can also recognise spoken words, so you can search through recordings to find exactly what you're looking for.



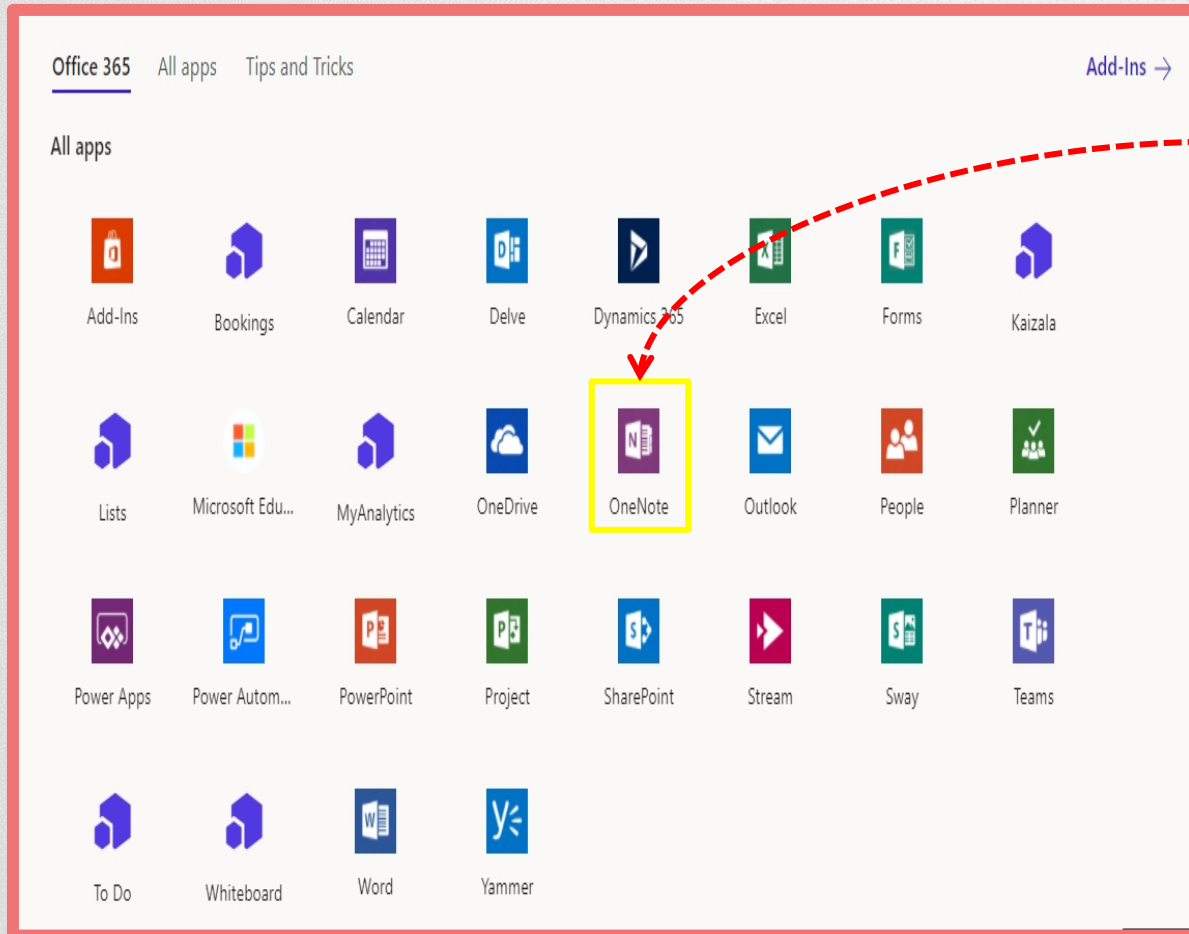
OneNote can be integrated with other software

The great thing about Office 365 is that its applications integrate simply and perfectly. For instance, OneNote can be synced with Outlook, enabling you to send information from emails straight to OneNote, and likewise, notes can be directly emailed from OneNote. Its integration capabilities don't just end with Microsoft applications. You can install a number of plugins to add functionalities to OneNote, like Zapier, which connects OneNote with applications such as Salesforce, Trello and Slack. This enables applications to work in harmony, improving productivity.



GETTING
STARTED
WITH ONE
NOTE

Getting Started with One Note



- The first time you open One Note, you will need to sign in using your email account or your school Office 365 account.

Create New Notebook

+ New notebook

Recent Pinned My notebooks Shared with me Class notebooks Discover

Siti NoorHajar's Notebook
OneDrive (Personal) » Documents

Sat at 10:44 PM

Only you

OneNote SITI NOORHAJAR BINTI ISNIN > Training Module Training Module SITI NOORHAJAR BINTI ISNIN

File Home Insert Draw View Help Open in Desktop App Tell me what you want to do Share

Font settings: Bold, Italic, Underline, Color, Background color, Bullets, Numbered list, Indent, Decrease indent, Increase indent, Styles, Tags, Language, Voice recording

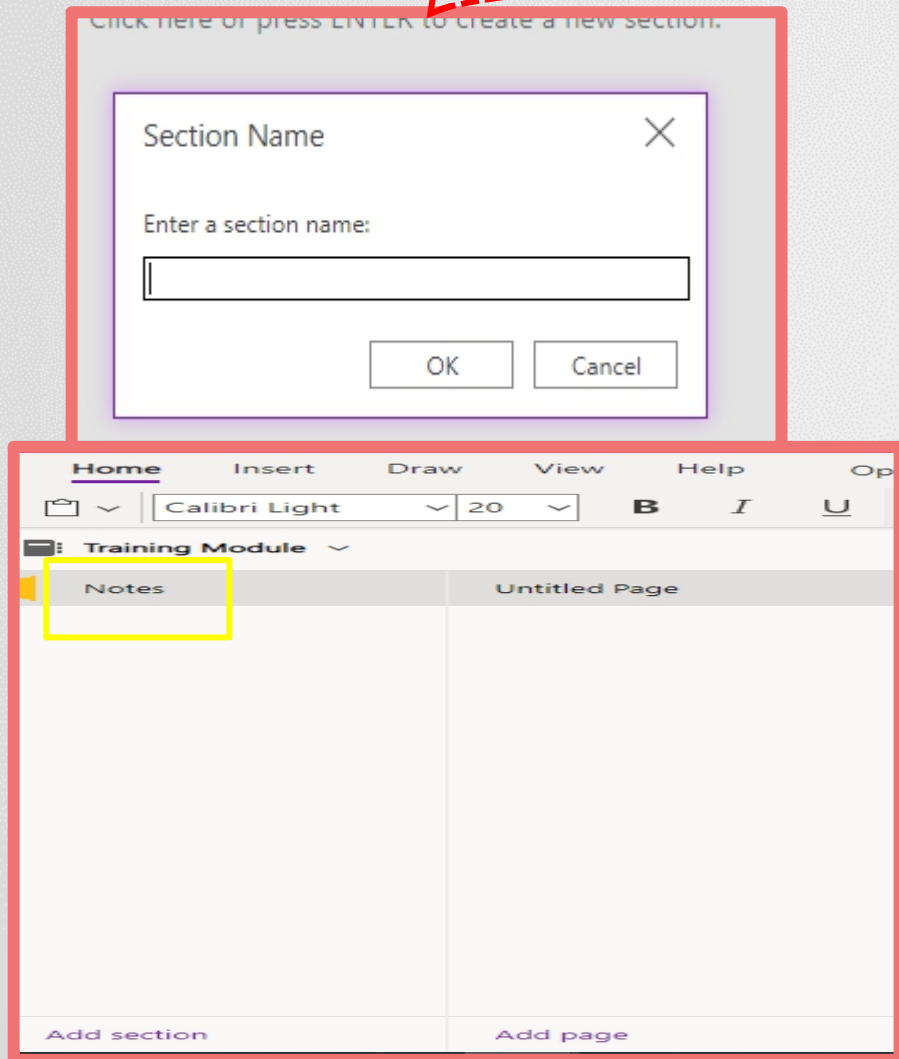
Training Module

i This notebook is empty.

Click here or press ENTER to create a new section.

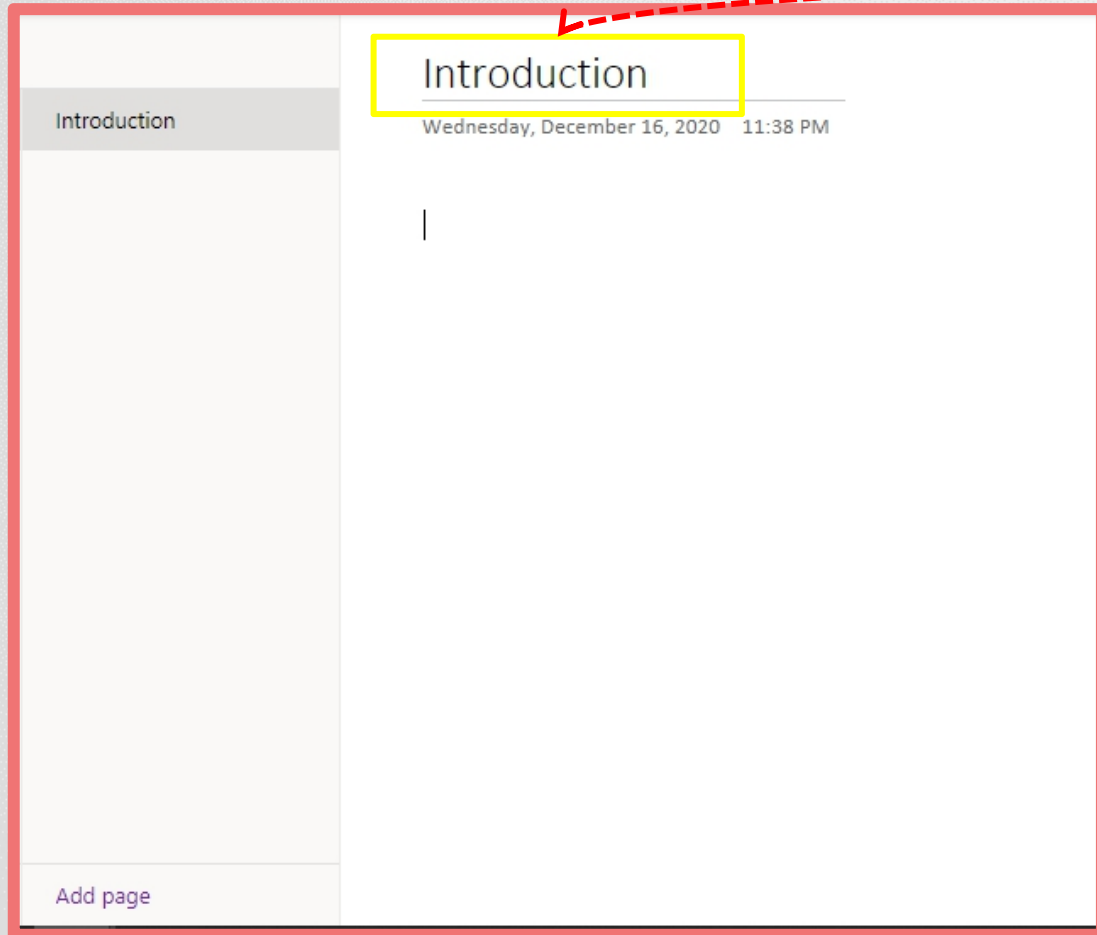
- It is easy to create new notebooks right from here. Just click or tap the **New Notebook** button

Create New Section



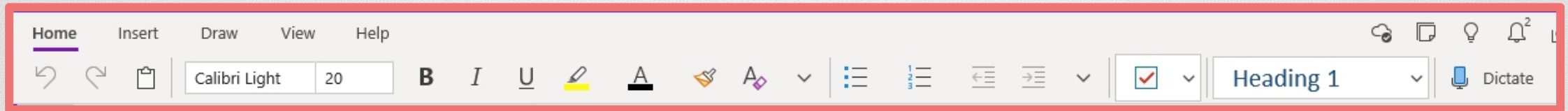
- One Note can create new section.
- Click or tap the **New Section** button, and then give it a name.

Create New Page



- To add a New Page, simply click or tap the **New Page** button.
- To name a page, you can just type in the header.

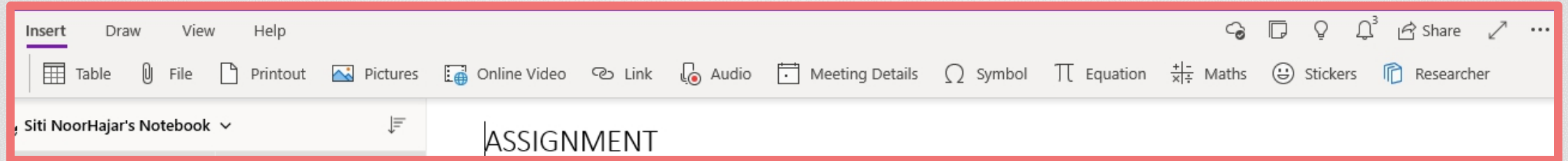
Home Tab



- Clipboard
- Font
- Bold
- Italic
- Underline
- Highlight

- Format Painter
- Bullet Numbering
- To Do
- Heading
- Dictate

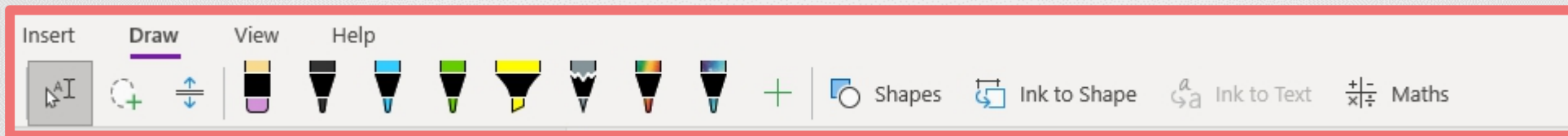
Insert Tab



- Table
- File
- Printout
- Pictures
- Online Video
- Link

- Audio
- Meeting Details
- Symbol
- Equation
- Maths
- Stickers
- Researcher

Draw Tab



- Select object or type text
- Lasso select
- Insert or remove extra spaces
- Eraser
- Pen

- Highlighter
- Pencil
- Shapes
- Ink to shape
- Maths

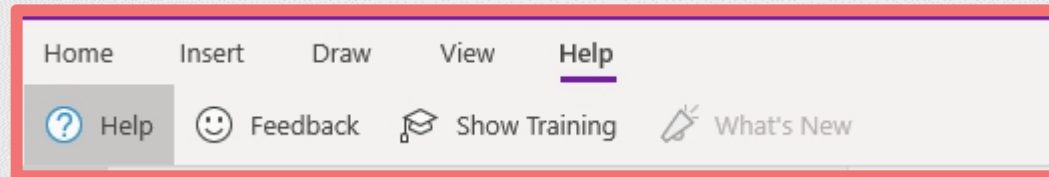
View Tab



- New Window
- Immersive Reader
- Zoom
- Page Width
- Page Colour

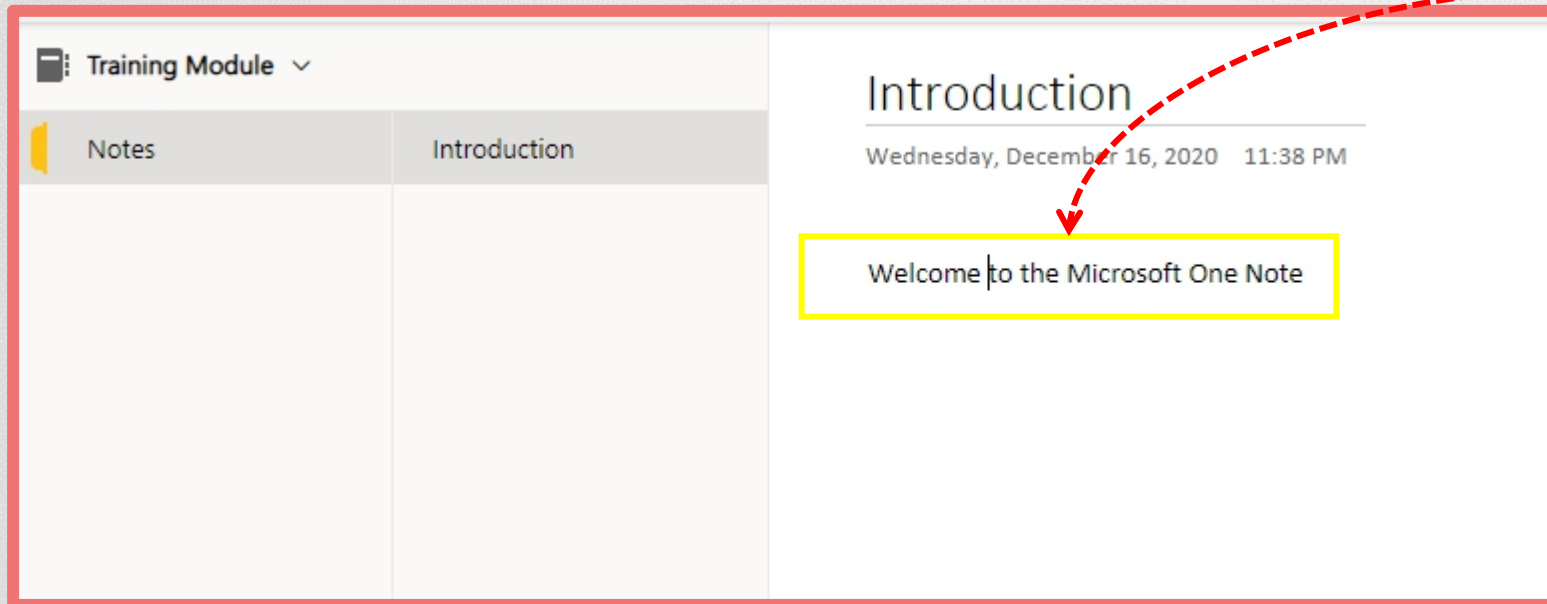
- Rule Lines
- Deleted Noted
- Translate
- Check Accesssibility
- Replay
- Hide Authors

Help Tab



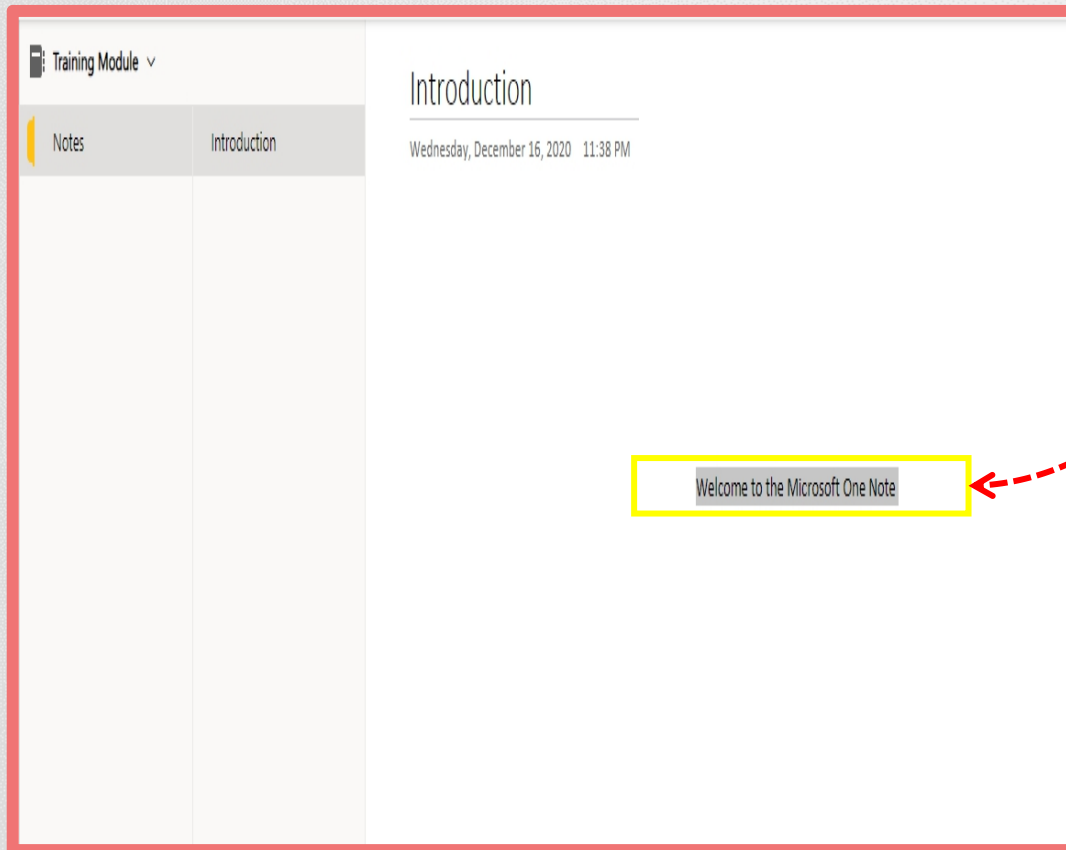
- Help
- Feedback
- Show Training

Take Notes

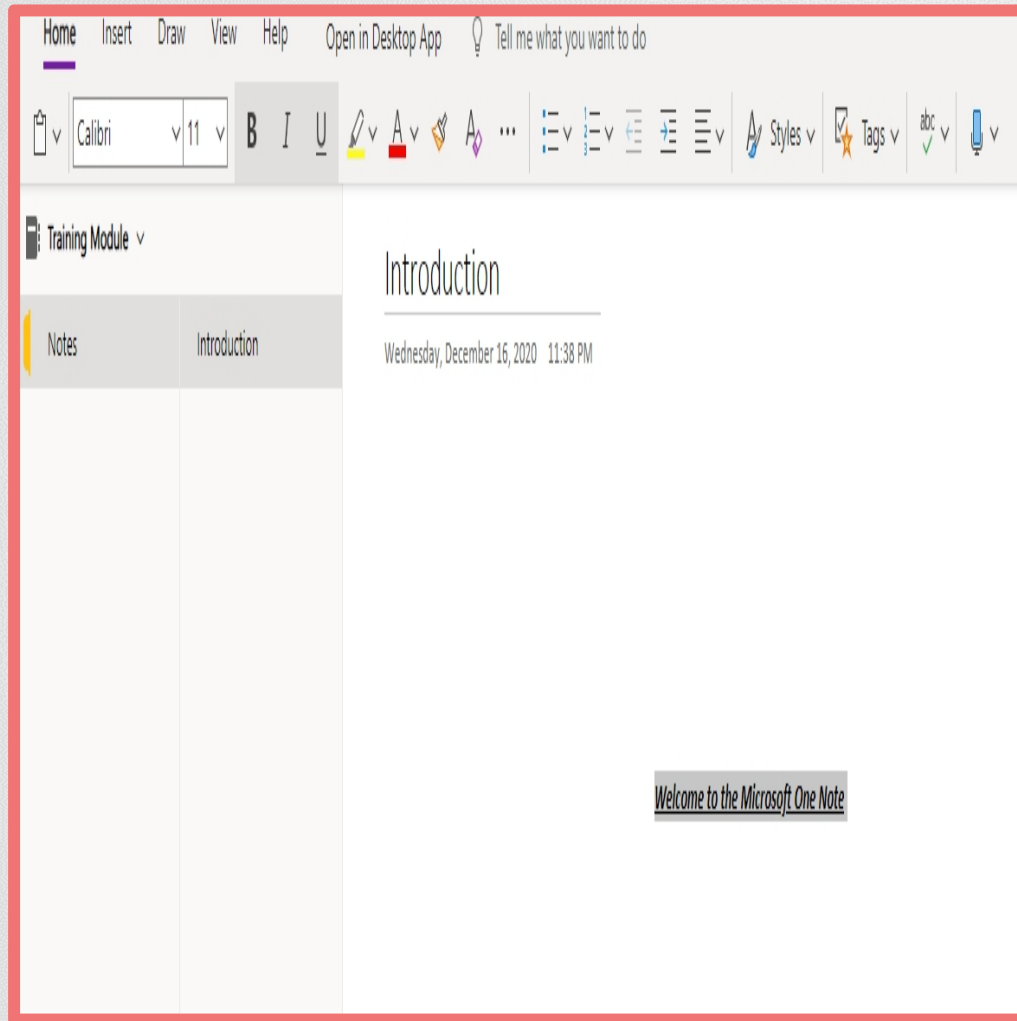


The screenshot shows the Microsoft OneNote application interface. On the left, there is a sidebar with a 'Training Module' dropdown menu and a 'Notes' section containing a note titled 'Introduction'. The main content area displays the note's title 'Introduction', the date and time 'Wednesday, December 16, 2020 11:38 PM', and the text 'Welcome to the Microsoft One Note'. A yellow rectangular box highlights the text, and a red dashed arrow points from this box to the explanatory text on the right.

- To take notes, put your cursor anywhere and start typing.



- One Note textbox act like sticky notes
- You can add or move them wherever you want

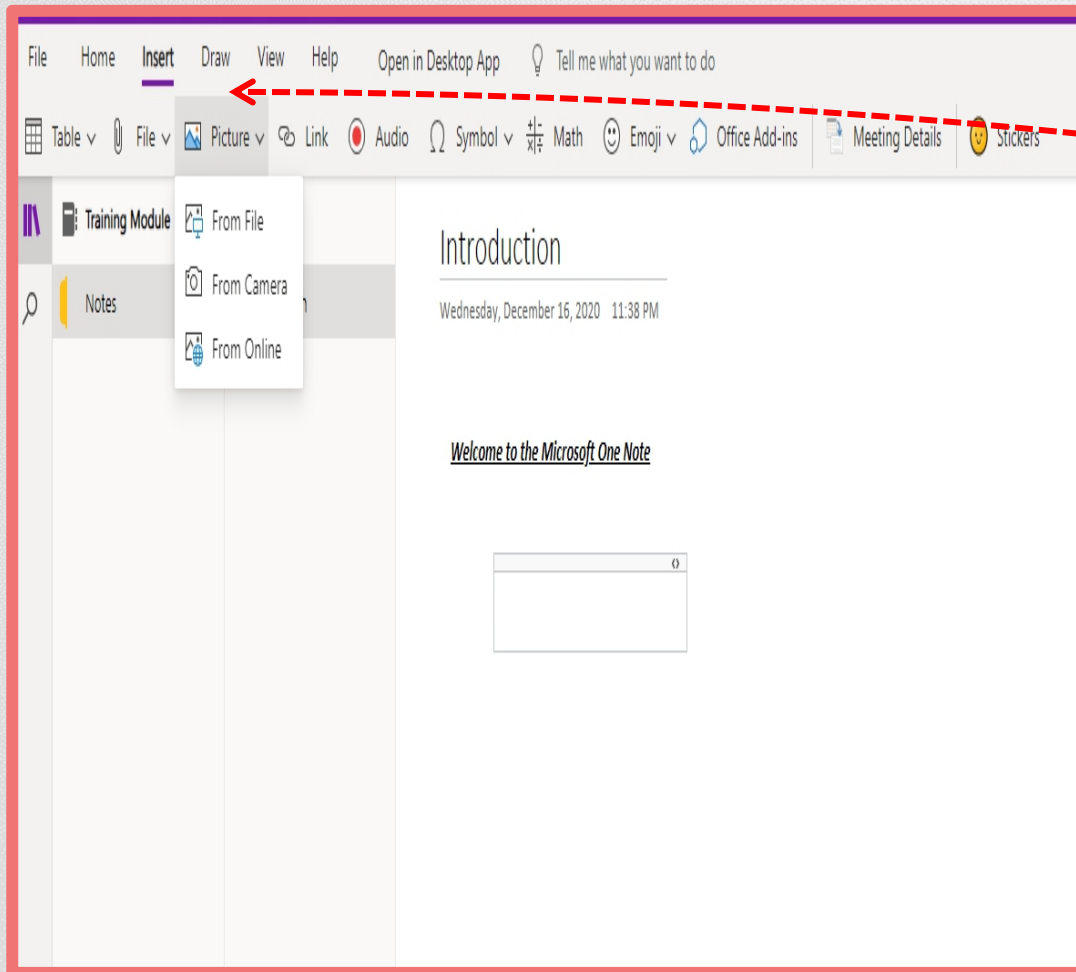


- Select the text you have typed to format the font, colour or size
- Click or tap the **Home** tab
- Then click **Bold** and **Underline**.



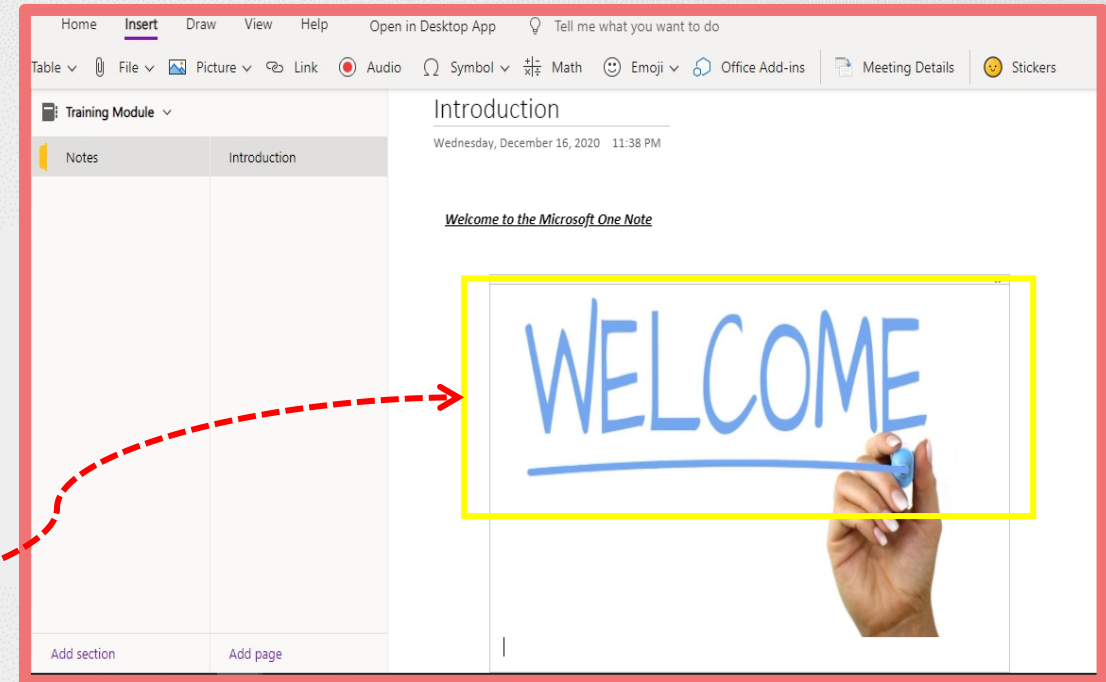
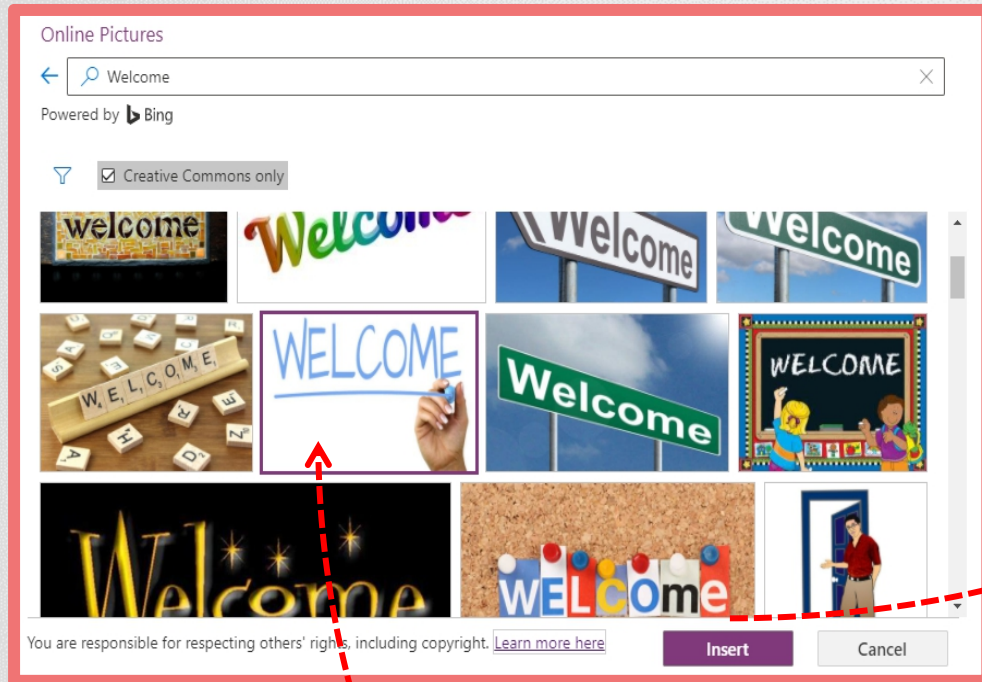
APPLICATION OF ONE NOTE

Insert pictures



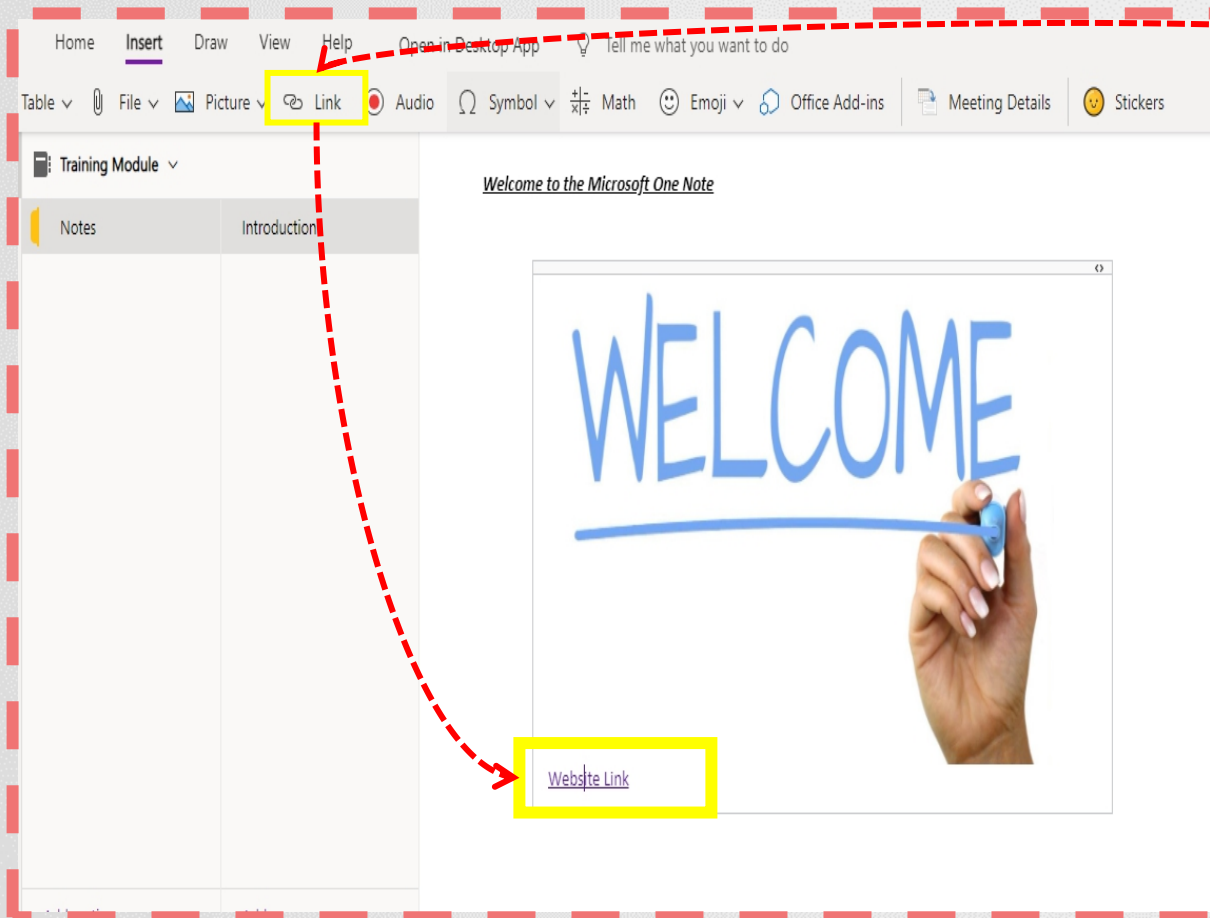
- Click or tap the **Insert** tab
- Then, click **Picture** to insert picture to your notebook

Insert Pictures



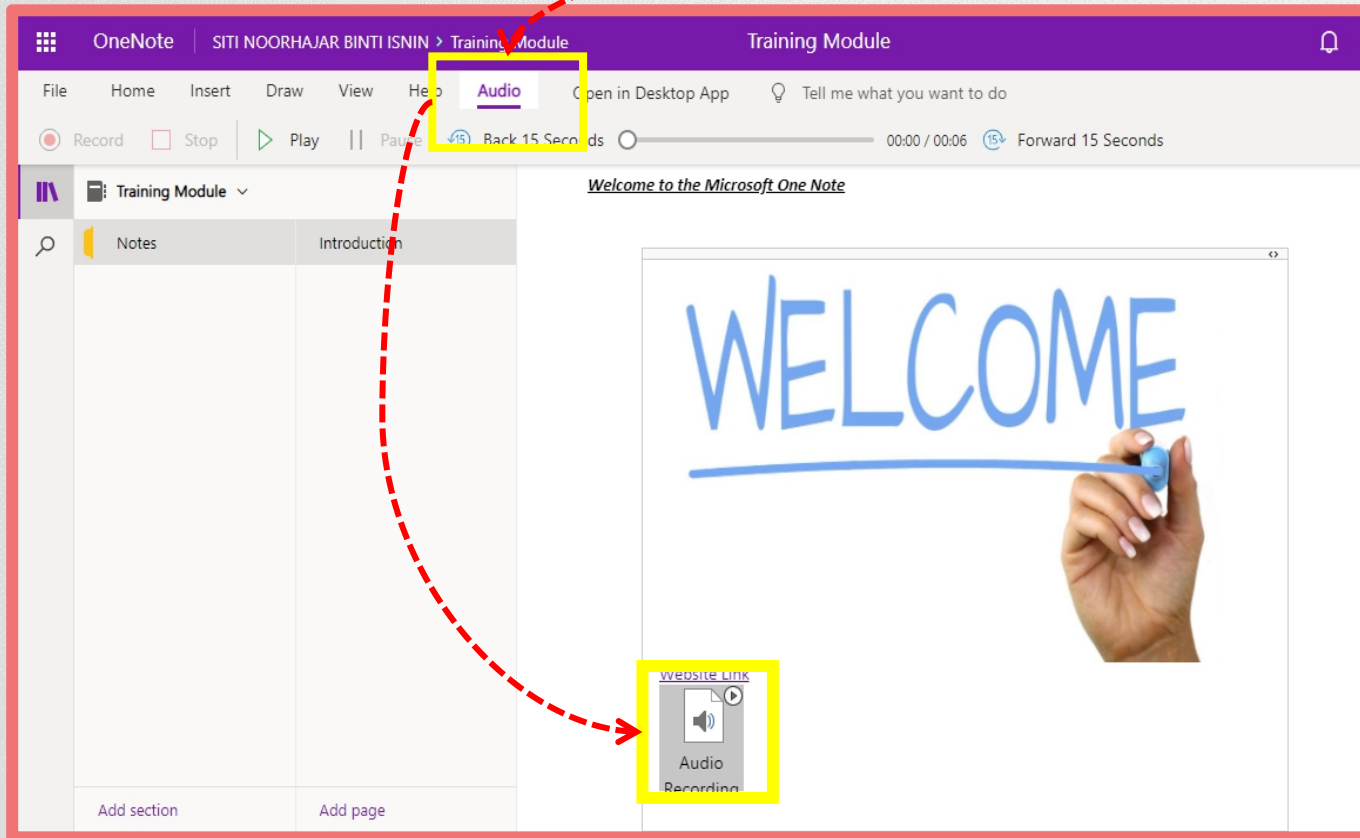
- Choose online pictures
- Then, you click Insert

Insert Link



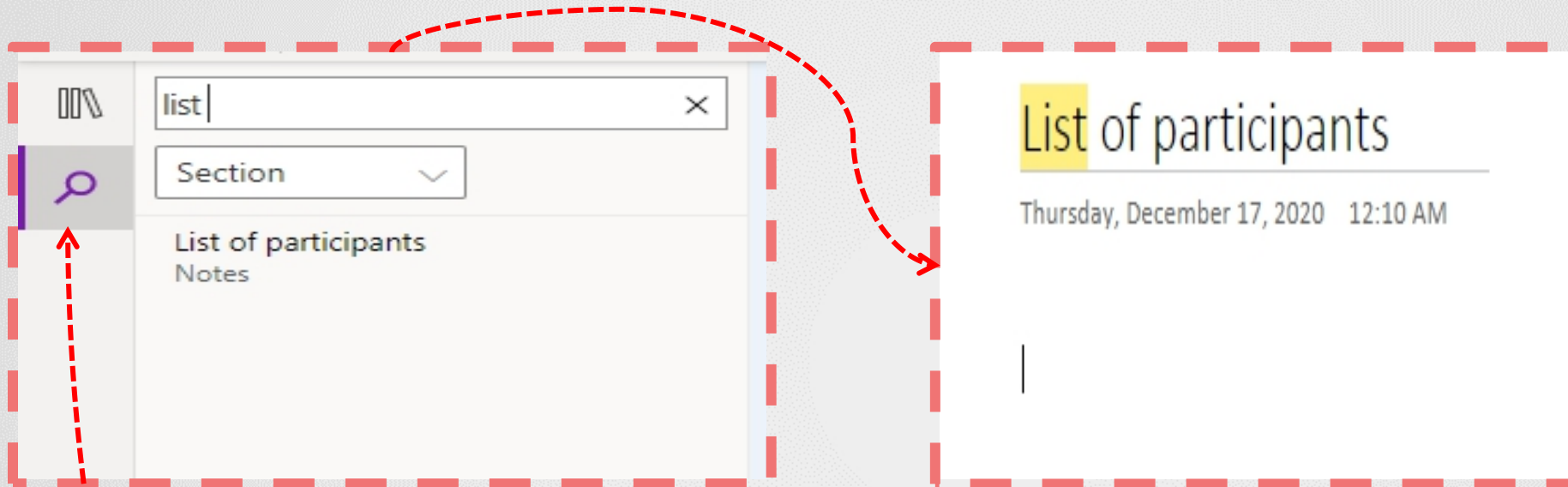
- You can also add link
- Click the **Insert** tab, then click or tap the **link** button

Insert Audio



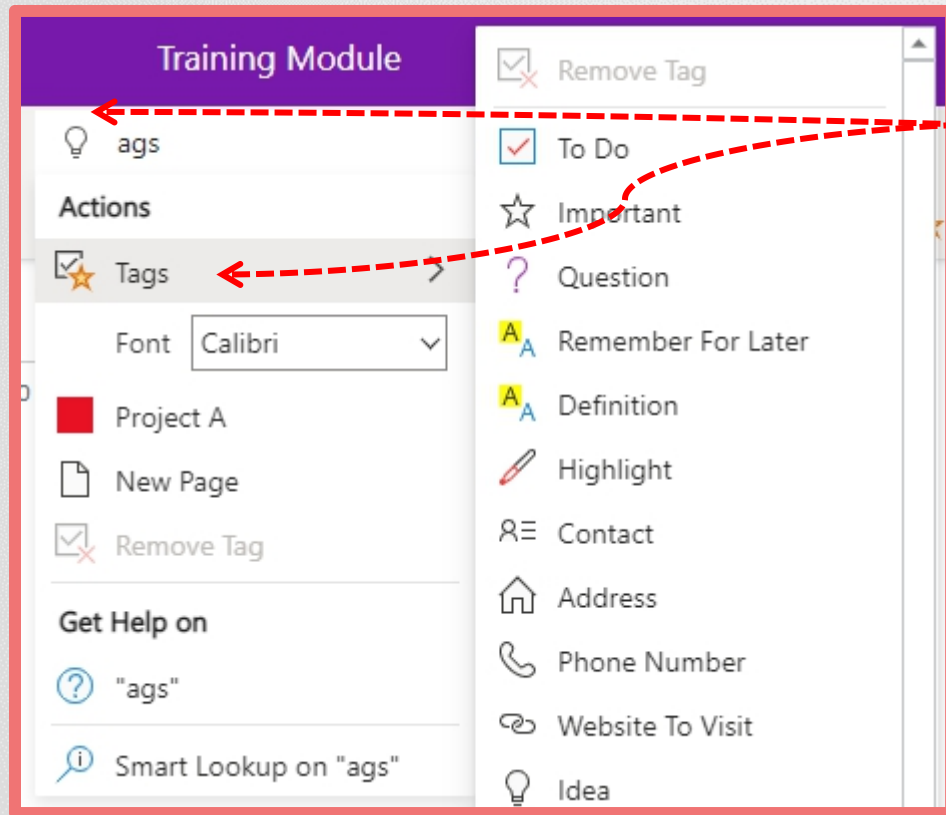
- You can click or tap Audio button, to add audio to your notebook.
- Click the button and start speaking into your device's microphone
- Click or tap Stop to end the recording
- Then, to play it back, just click or tap Play

Find Notes



- You can find notes using the search icon
- Then click he notes

Tell Me Features



- You can click or tap on the light bulb icons to ask for help
- Then you click on the Tags tab and click or tap To Do

To Do List

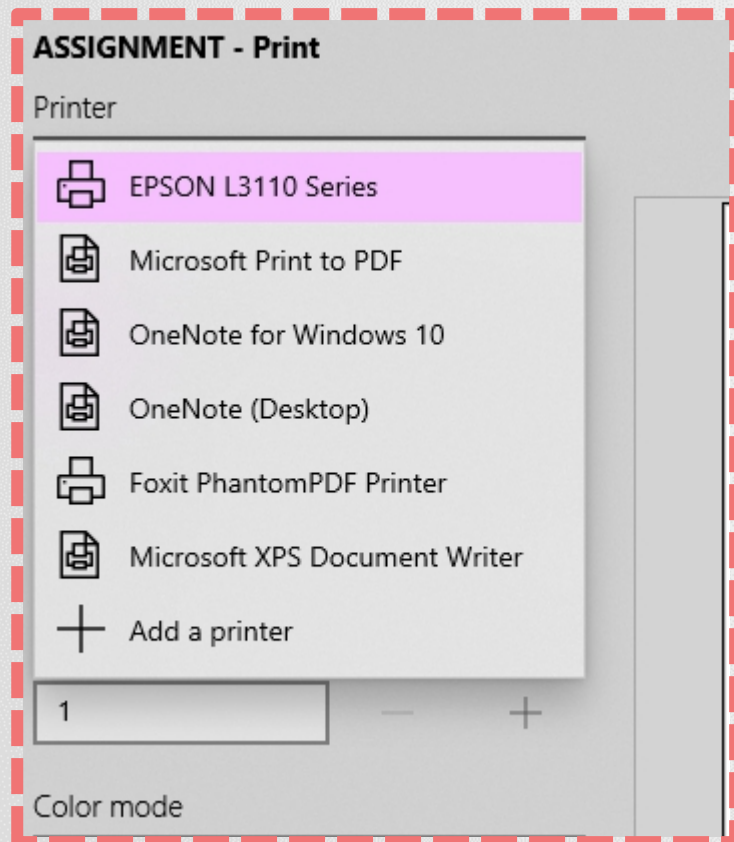
List of participants

Thursday, December 17, 2020 12:10 AM

- SITI NOORHAJAR
- NURZARINA
- NUR IZZATI

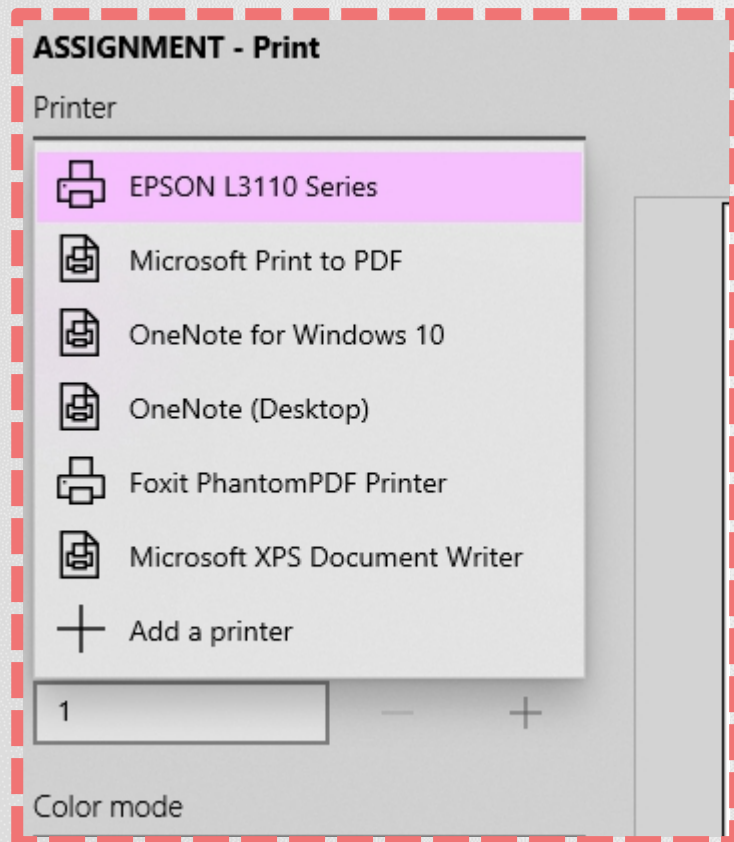
- You can do To Do list to mark task complete

Print Works



- You can click the printer icon to print your works
- Choose your printer

Export Works



- From printer list, chose Print to PDF to convert and save works



REFERENCES

References

- <https://www.ramsac.com/blog/what-are-the-benefits-of-onenote/>
- <https://www.businessinsider.com/what-is-onenote>
- <https://www.webopedia.com/definitions/microsoft-onenote/>
- <https://education.microsoft.com/en-us/course/23b7f02f/0>

THANK YOU

