

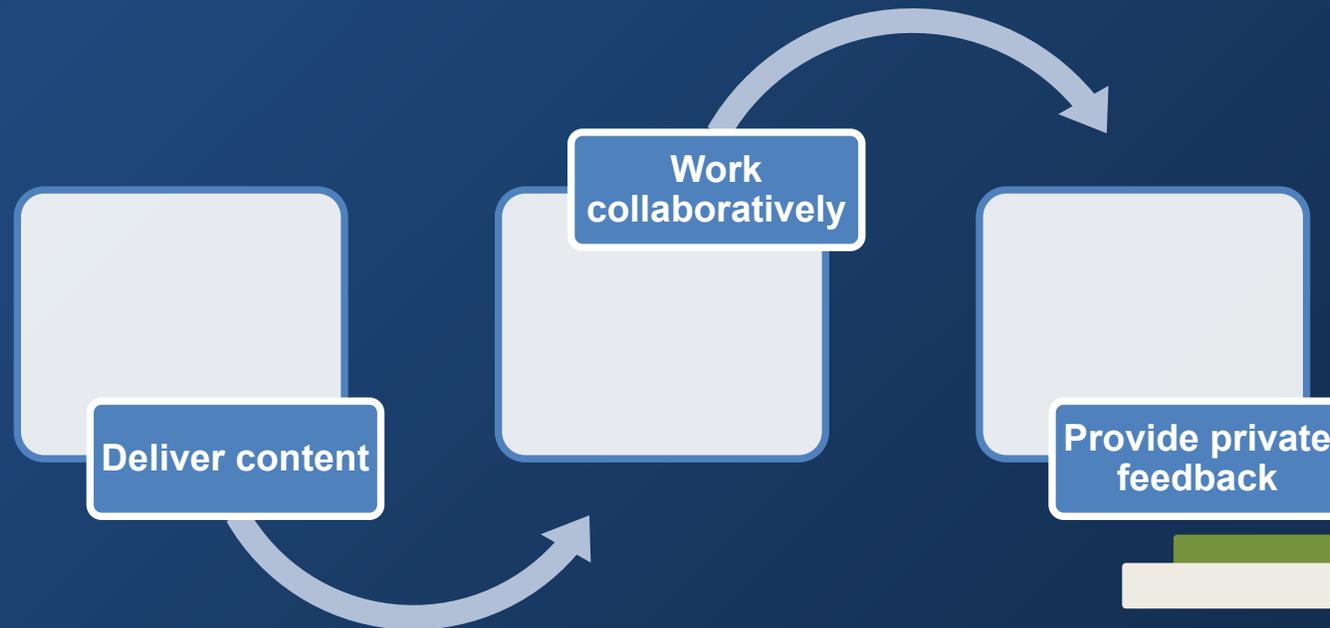
# CREATING NOTEBOOK IN **ONE NOTE**



**A CIET-NCERT INITIATIVE  
PRESENTED BY ARTI CHOPRA, PRINCIPAL,  
AMITY INTERNATIONAL SCHOOL, SECTOR 46, GURGAON**



# A teacher's all-in-one digital notebook for students



# OneNote is a digital notebook that automatically saves and syncs your notes as you work.

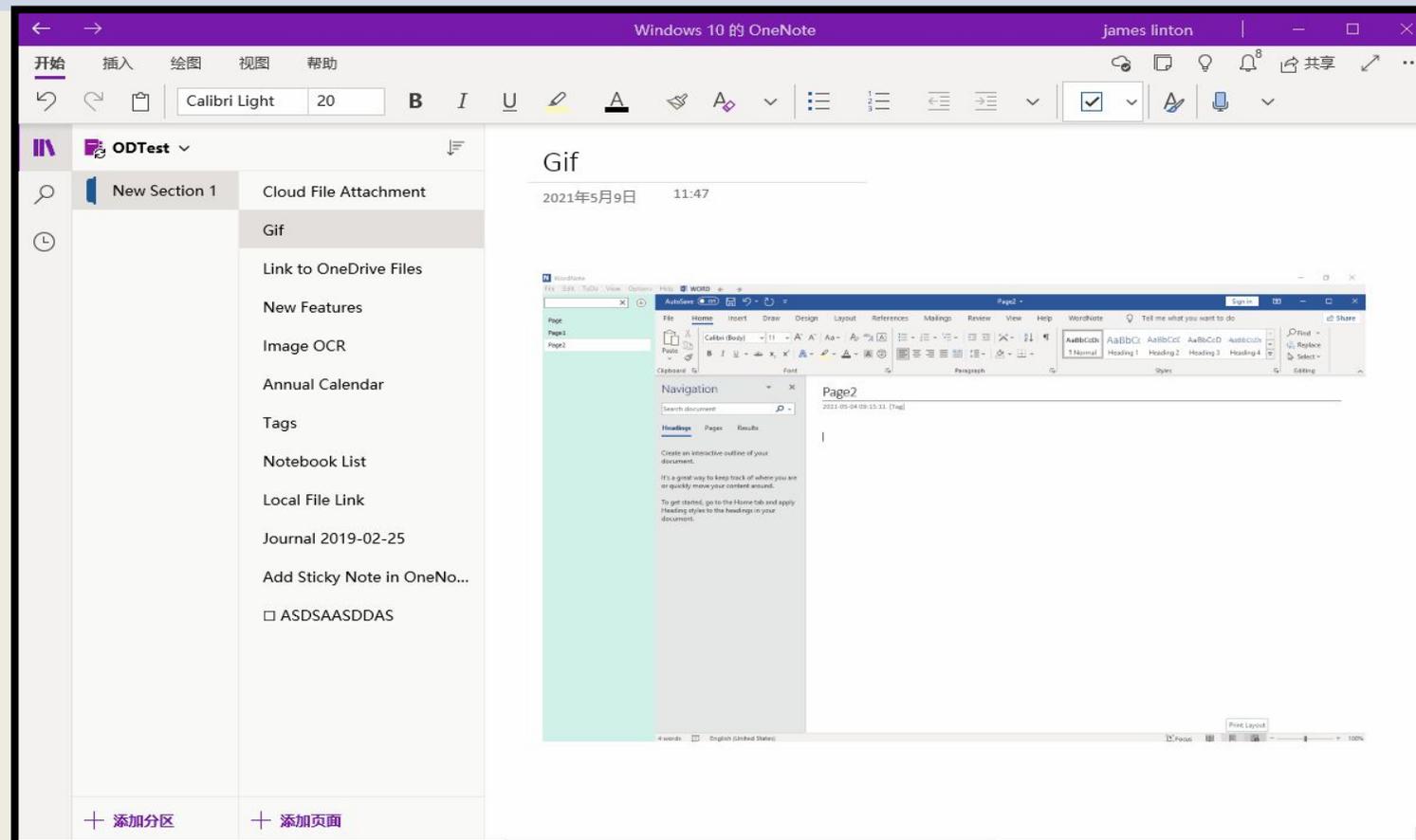
Type information in your notebook or insert it from other apps and web pages.

Take handwritten notes or draw your ideas.

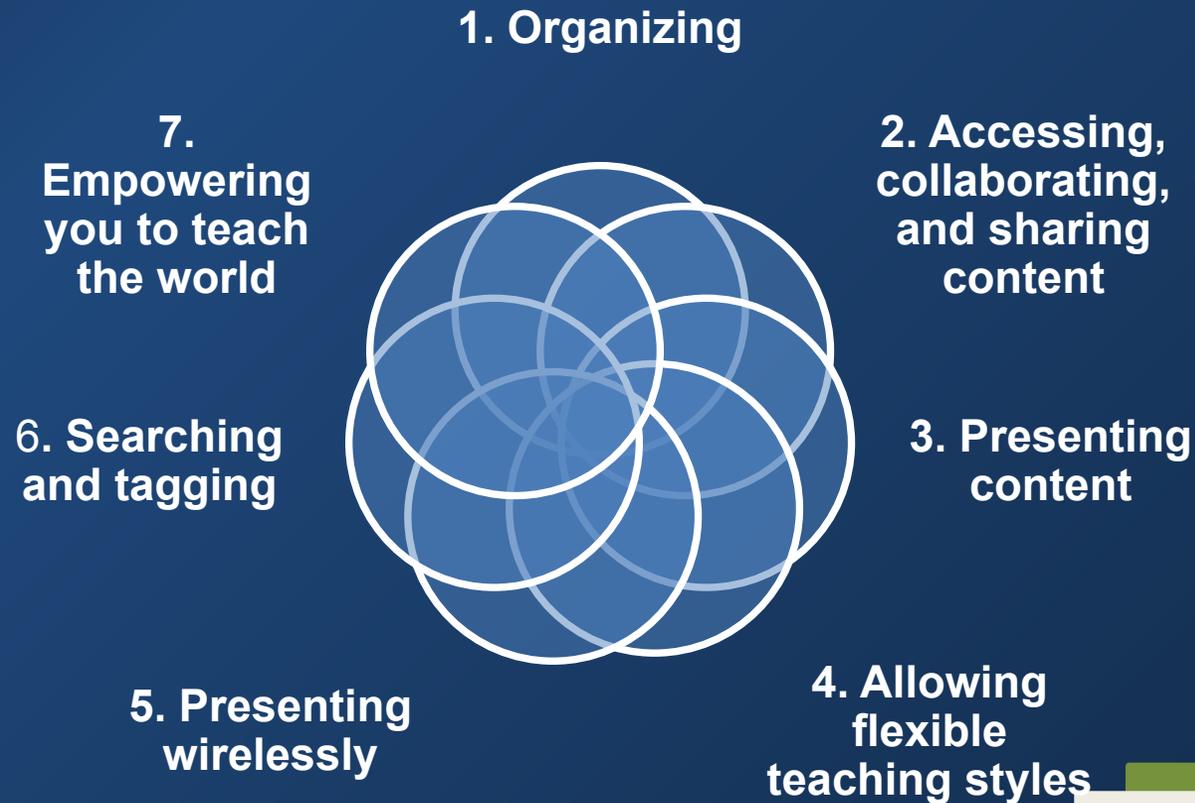
Use highlighting and tags for easy follow-up.

Share notebooks to collaborate with others.

Access your notebooks from any device.

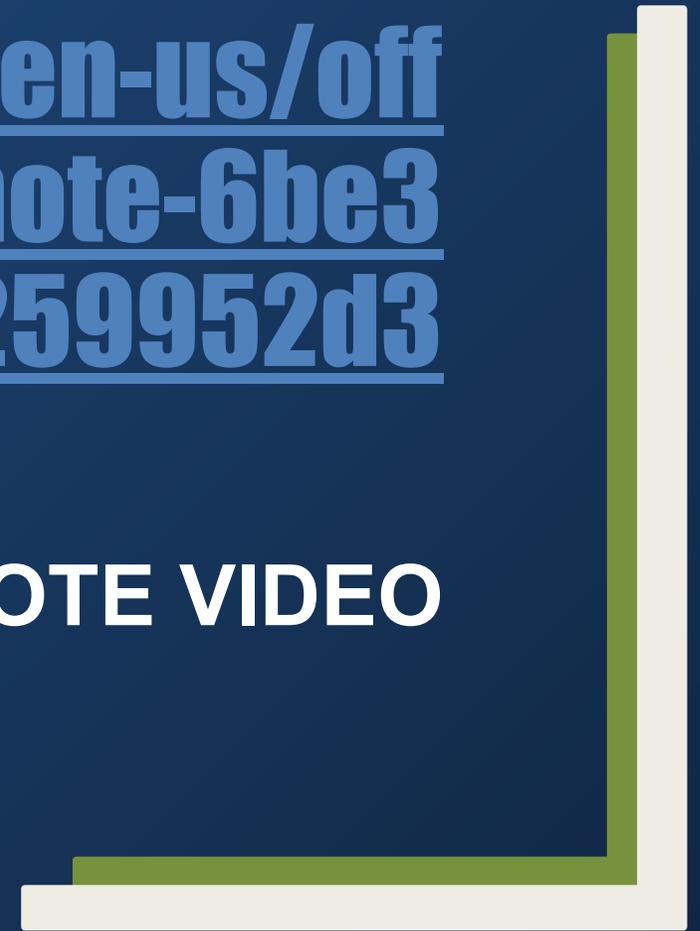


# How OneNote earns its place in your classroom

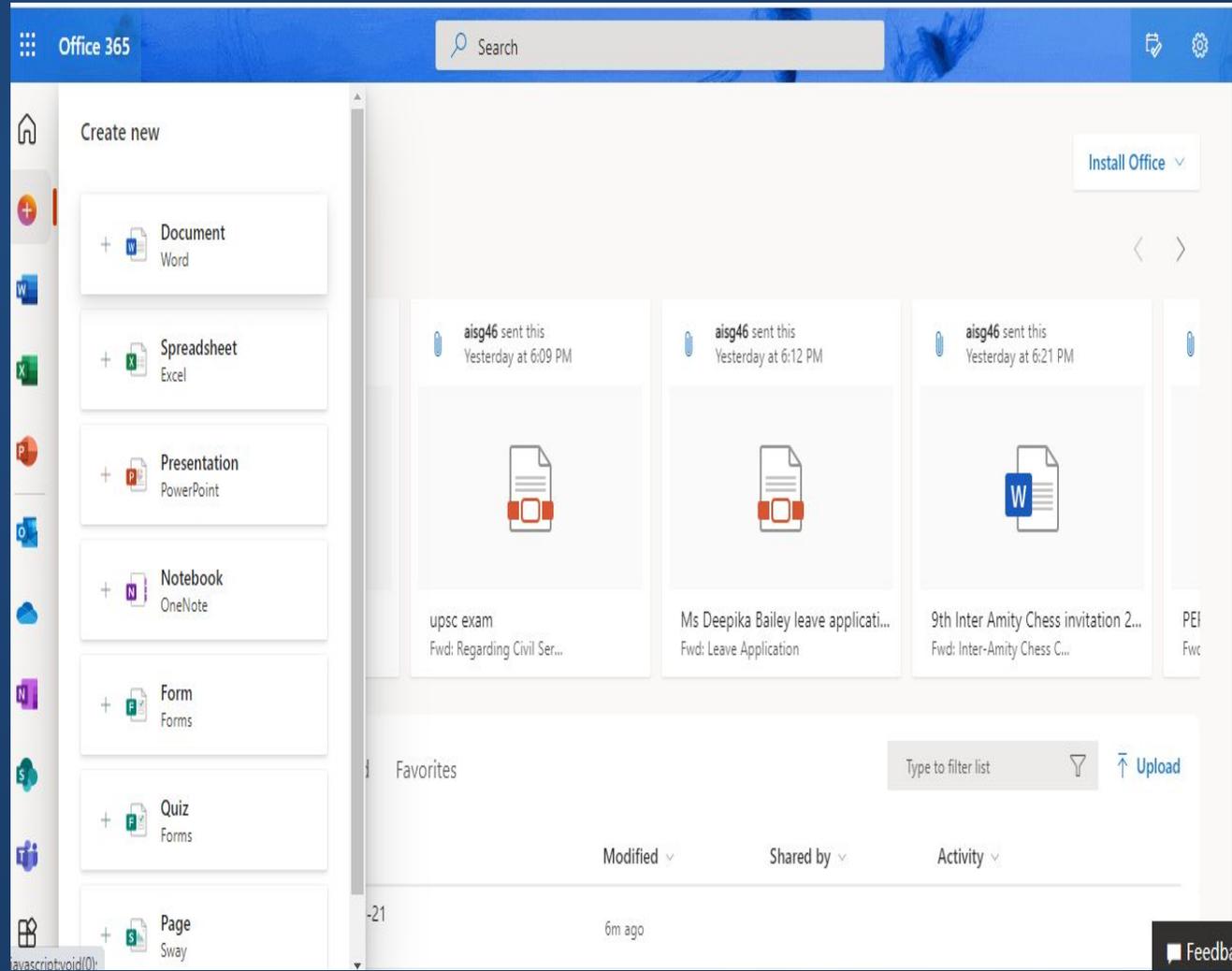


<https://support.microsoft.com/en-us/office/create-a-notebook-in-onenote-6be33cf9-f7c3-4421-9d74-469a259952d3>

ONE NOTE VIDEO



# HOW TO OPEN ONE NOTE GO TO OFFICE 365



# CREATE A NOTEBOOK

Start with a single notebook.

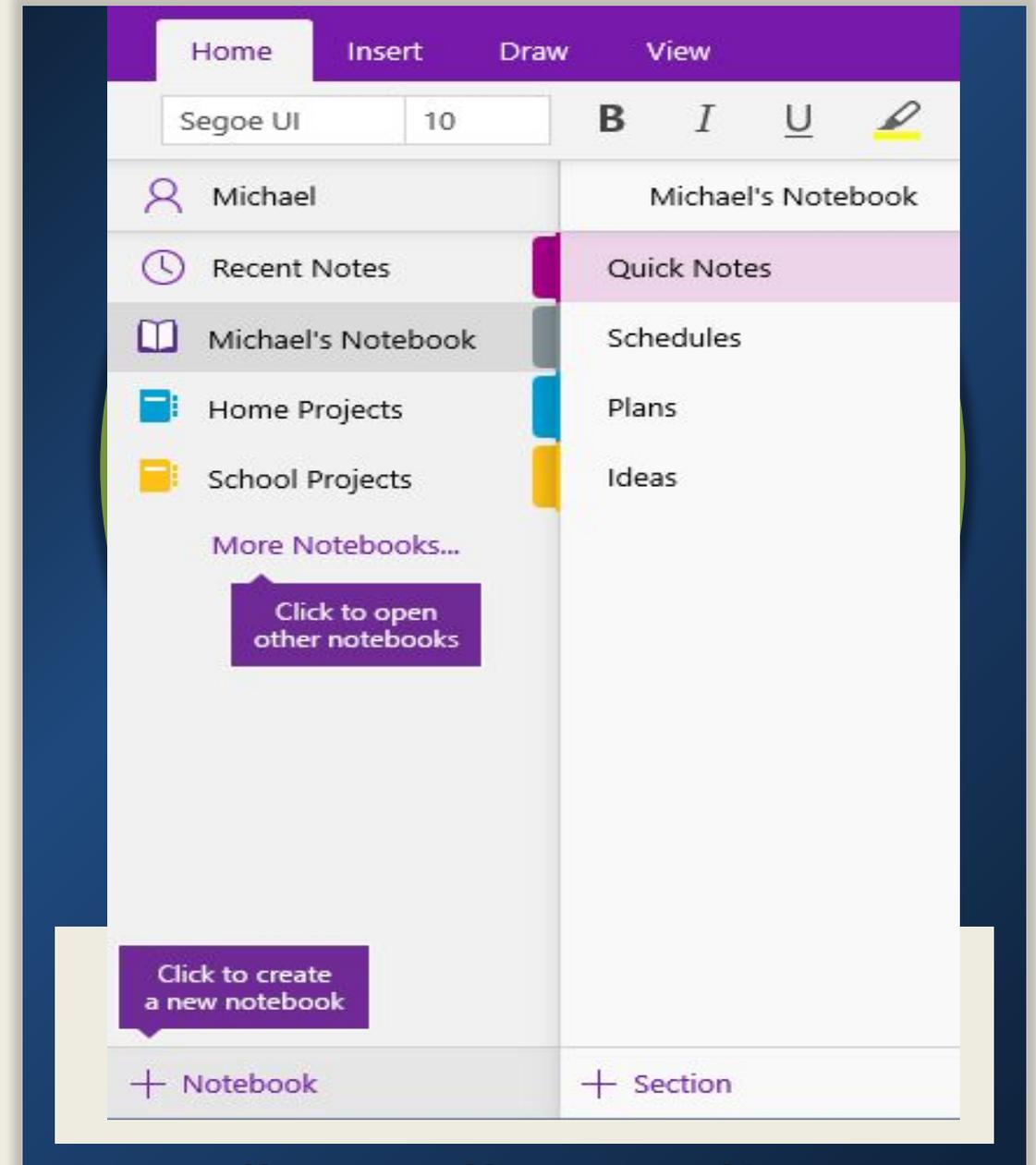
Open OneNote for Windows 10.

Click the Show Notebooks button alternate text .

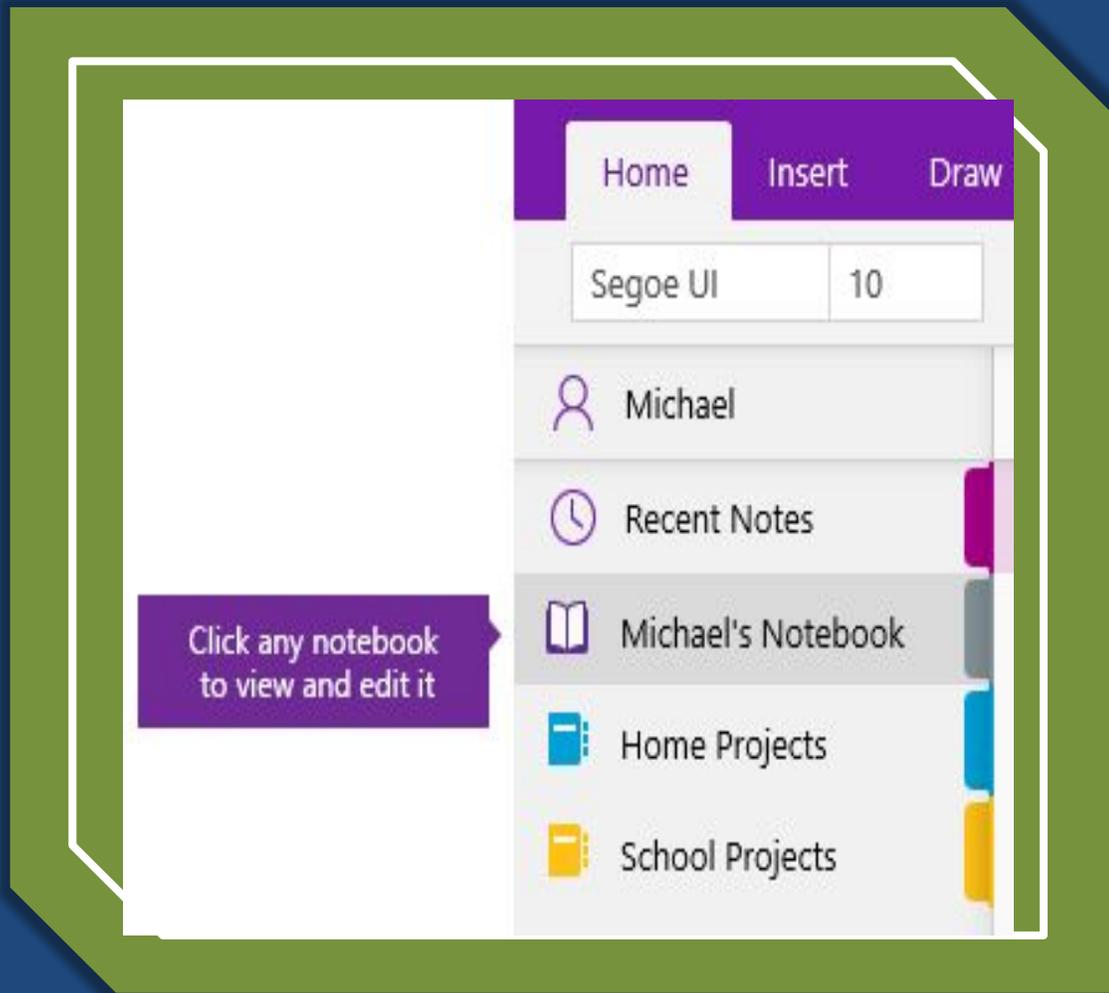
At the bottom of the list that opens, click the + Notebook button.

Type a name for the notebook in the Notebook Name box.

Click Create Notebook.



<https://www.office.com/?auth=2>



**SWITCH**

# Switch between open notebooks



OneNote lets you keep several notebooks open at once and it's easy to switch between them.



Click the Show Notebooks button alternate text .



In the list of open notebooks, click the notebook you want to work in.



To return to the previous notebook (or any other notebook that you've opened before), repeat the preceding steps.

# Setting up a OneNote Class Notebook

Individualized instruction

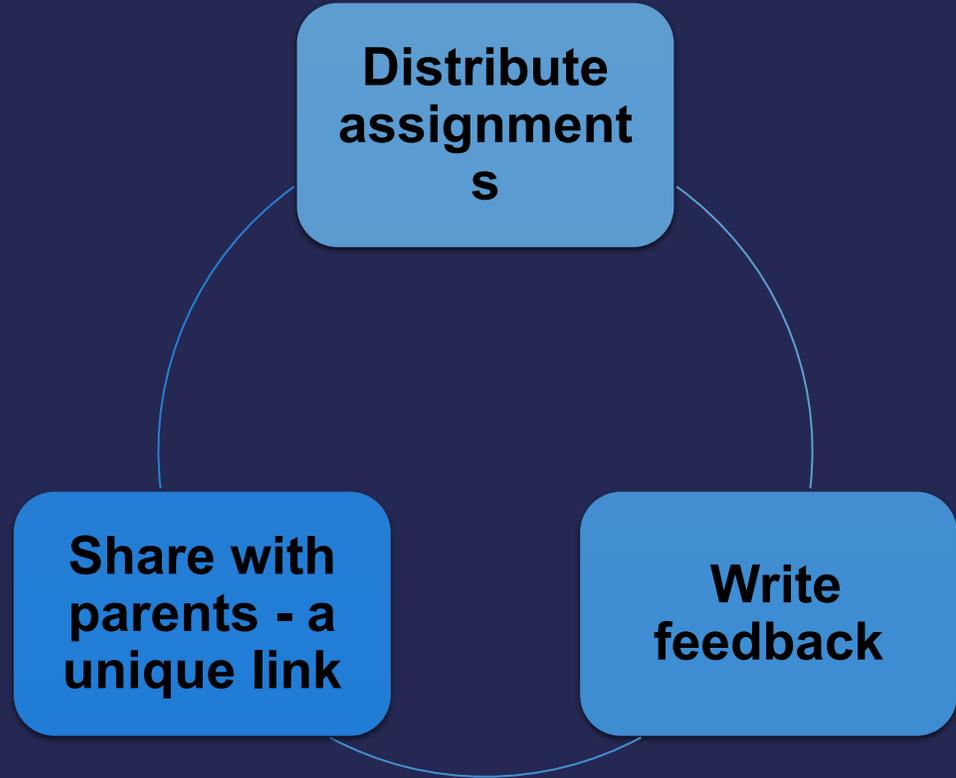


Rich multimedia content



Meaningful feedback

# Getting the most out of OneNote Class Notebook



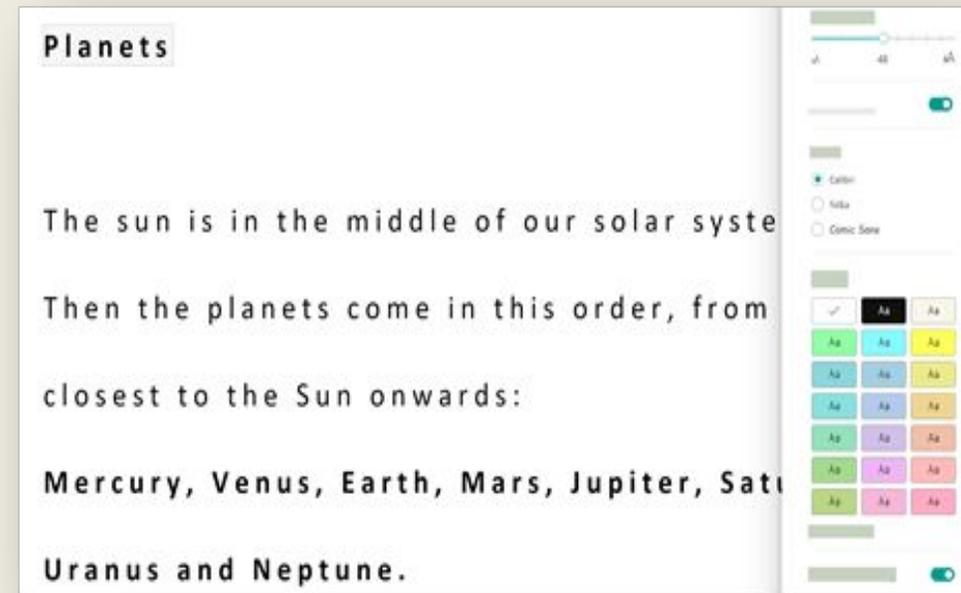
CLASS NOTE

# Immersive Reader and Researcher

A full screen reading experience to increase readability of content

It can support anyone who wants to make reading on their device easier

Learning Tools is designed to support students with dyslexia/dysgraphia in the classroom



# IMMERSIVE READER

plays the  
written text as  
sound



translates the  
original text  
into another  
language



original text  
and translated  
text easily  
accessible



adjust line  
spacing, word  
spacing and  
easy-to-read  
font

# OneNote Staff Notebook

**Collaboration Space** — a space for everyone in your group to share, organize, and collaborate.

**Content Library** — a read-only space where staff leaders can share information with staff members.

**Private Notebooks** — a private notebook shared between the leader and each staff member.

# ONE NOTE STAFF NOTEBOOK





# ONE NOTE INSPIRES ACTIVITY

Quiet secluded life  
Tuesday, 21 November 2017 18:35

A quiet secluded life, with the possibility of doing good, and being who a work nature idea of Leo Tolstoy

How to ROCK at multitasking by opening OneNote Pages in New Windows

LEARNING  
IGNITES  
CURIOSITY  
WE NEVER  
EVEN...  
KNEW  
WE HAD