

Microsoft OneNote 2019

What does it do?

ONE NOTE NO LONGER PART OF MS OFFICE

Did you know that OneNote has now been removed from the MS Office suite? What does this mean for you? Well if you have a copy of Windows, it means you can download it for free from the Windows store and OneNote will now function as a standalone desktop application.

What can OneNote do for you?

- **Keeps track of all your notes**
OneNote works as a central location to store and organise all of your notes.
- **Collaborate with other users**
You can collaborate with other users to create notes and documentation.
- **Keep track of your to-do items**
Keep track of the items you need to do throughout your day.
- **Record audio**
Create audio recordings and store them in your notes.
- **Password protect documents**
A password can be placed on sensitive notebooks, limiting access to users.
- **Optical Character Recognition (OCR)**
OneNote can use OCR to import characters from images or handwritten notes into your notebook.
- **Drag and drop files**
Files can be dropped directly into notes creating an easy to use platform for saving files and images.