

# The Power of OneNote

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OneNote is described as the "Swiss army knife of the Office programs". You can use it for work, school, or personal organization needs. It allows you to compile in one place all webpage clips, documents & notes, email, images, video, and audio. Instead of having things in multiple files on your computer (or in a physical notebook), everything is contained in one place. OneNote is the "green" method for collecting data and organizing your materials. You no longer have to print hard copies of numerous resources that you will not use.

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