Microsoft®

Office 365: Key Features

Updated for 2018

Microsoft Office 365 is an integrated service which enables you to get the most out of your office software, whether you're at your office desk or on the move. SharePoint and OneDrive integration makes collaborating on all types of Office files easy by allowing you to upload, open, share, and then edit files alone or with other users in just a few clicks. Files are edited in Microsoft's browser-based Office Online apps, which allow you to review and make simple changes to your documents, workbooks, and presentations. For more advanced edits, you can quickly open the file in the desktop version of the software, and then re-save the file in OneDrive or a SharePoint library to continue editing online.

Introducing Outlook in Office 365

Office 365's Outlook Web App (OWA) allows you to stay in touch with contacts, schedule meetings, manage your calendar and much more from any location with Internet access.

The Navigation Bar

Links to **Outlook**, the **Calendar**, and **People** are located in the Application tile at the top-left corner of the browser window.

Note: The application tile may reposition itself if the window is not full screen.

Personalizing OWA's Functions and Appearance

You can set a wide range of display and mail handling options as part of your profile. Click the Settings icon in the top-right corner of the window and choose an option under the **Your app settings** heading (*e.g.*, **Mail**). When finished, click the Back arrow in the top-left corner of the window.

The Mail Folders List

The Folders list on the left side of the window displays your main Inbox folder, with default subfolders for drafts, deleted messages, and other items. You can create other folders as needed, and then drag messages or folders into them.

To create a new folder: click the Create new folder button ➕ in the Folders list. Name the folder and press ENTER.

To rename or remove a folder: right-click it and choose **Rename** or **Delete**.

Note: Click **Focused**, located above the Inbox, to collect your most important messages based on type and sender.

The Mail Message List

Viewing Messages

Click a message to view it, or double-click the message to open it in a new window.

To reply to or forward a message: click the menu next to the button Reply all, then choose your desired option (*e.g.*, **Forward**, **Reply all by IM**).

Sorting and Filtering Messages

Click **Filter** above the Message List to sort messages by date or sender, or to filter them for unread and flagged messages.

Flagging Messages

Mouse over a message, and then click the flag icon. If you want to receive a reminder, right-click the flag icon and choose a follow-up day or period.

Conversation View

Messages from a single conversation are grouped together, allowing users to quickly pick out the most recent message in a thread. Messages remain grouped together even when individual messages are moved to different folders, allowing you to continue to manage, move, or delete conversations as a whole.

To remove an entire conversation from the Inbox: right-click the conversation header message and choose **ignore**. Click **OK** in the dialog box that opens. The conversation, along with all future replies, will be moved to the **Deleted Items** folder.

To restore an ignored conversation to the Inbox: open the **Deleted Items** folder, right-click the conversation header message, and choose **Stop ignoring** from the menu. Click **OK**.

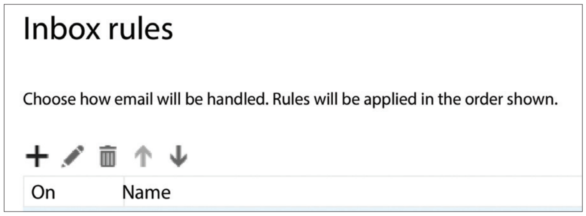
To disable/enable conversation view: click the sorting menu above the Message List and select **Messages** in the **Show as** section.

Inbox Rules

Use Inbox Rules to determine how messages you send or receive are organized in your Folder List. For example, you can create a rule to automatically send messages from a specific recipient to a selected folder.

To create a new rule:

1. Click the Settings icon, then **Mail** in the **Your app settings** section.
2. In the **Options** list, click **Mail** ▸ **Automatic Processing** ▸ **Inbox and sweep rules**.
3. Click the Add icon ➕.



4. On the **New inbox rule** page, create a name for the rule. Use the drop-down menus to set rule actions. Click the **Add condition** and **Add action** buttons to select the people, groups, or folders that the rule will apply to.

Tip: Click **Add exception** to add conditions and exceptions to the rule.

5. When finished, click **OK**. The new rule will appear in the **Inbox rules** list.

To disable a rule: clear the checkbox next to the rule in the **Inbox rules** list, then click **Save**.

To edit a rule: select the rule and click the Edit button. Make changes as needed and click **OK**.

To delete a rule: select the rule and click the Delete button.

To create a rule based on a selected message: right-click the message in the Message List and choose **Create rule...**. In the window that opens, name the rule and adjust the rule's actions as needed. When finished, click **OK**.

Tip: Click **Cancel** to undo recent changes and restore deleted rules.

Creating New Messages

Click ⊕ New at the top of the window to create a new message.

Formatting Message Text

While composing a message, use the formatting buttons on the message toolbar to change the appearance of your text and message layout. Click More actions ••• at the top of the window to set sensitivity and importance, encryption options, and more.

The Calendar

Click **Calendar** in the Application tile or **Calendar** in the Navigation Bar in the bottom left of the window.

Creating Additional Calendars

To create a new calendar or calendar group: click the New calendar/Create button beside the **Your calendars** or **Groups** headings below the Date Navigator (the button appears when you mouseover the Calendar folder list). Type a name for your calendar or group and press **ENTER**.

Setting Calendar Options

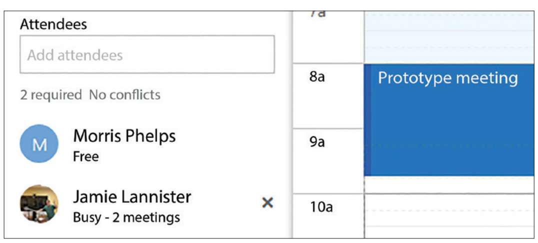
Click the Settings icon and click **Calendar** in the **Your App Settings** section. On the **Calendar options** screen, set your options in the **Calendar** drop-down menu as needed. When finished, click **Save**.

Scheduling Meetings and Appointments

Meetings are scheduled events that require attendees.

1. Select the calendar you want to add the meeting or appointment to, and then double-click a date or time on the calendar (or right-click, then click **New**).
2. Complete the **Event** and **Location** fields, and select **Start** and **End** times.
   - **For meetings:** enter participants' names or email addresses in the People field. Alternatively, select the **People** icon to add people from your contacts list.
   - **To add an attachment:** click **Attach** at the top of the window. Select the file and click **Next**. Then, choose **Share as a OneDrive Link** to allow for real-time editing in OneDrive, or **Attach as a copy**.

Tip: Use the **Scheduling assistant** at the right of the screen to view and avoid time conflicts when scheduling a meeting.



3. Set **Repeat** and **Reminder** options. Type a description in the main body area, and click **Save (if there are no attendees - useful as a personal reminder)** or **Send**. Meeting requests are sent to all invitees.

Rescheduling and Canceling Meetings

To reschedule a meeting you've requested: double-click the meeting in the calendar to open it. Make changes as needed and click **Send**.

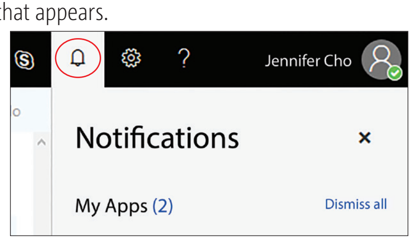
To cancel a meeting you've requested: right-click the meeting in the calendar, then click **Cancel** and choose an option.

Replying to a Meeting Request

Meetings appear on the calendar and in the Mail Message List with a calendar icon. Double-click the meeting on the calendar, or click the meeting request message, and choose a reply option (e.g. **Accept**). If desired, send a response from the fly-out menu that appears.

Notifications

Notifications are displayed at the right-hand side of the screen. Click the notification icon to view, respond to, or dismiss them.



Managing Contacts in the People List

Click **People** in the Application tile or Navigation Bar to access your contacts.

Creating a Contact Entry

1. Click **New** at the top of the screen.
2. In the screen that appears, enter the contact details.
3. Click in each field to enter additional information.
   - **To create a new contact from an email message:** with the message open, mouseover the email address to display a contact card. Then, click the ellipsis in the card's bottom-right corner and select **Add to contacts**.
4. Click **Save** when finished.

To create a contact group: click the menu arrow next to **New** and choose **Group**. In the window that opens, create a group name and description. Set **Privacy** as needed and click **Create**.

Creating and Managing Tasks

Tasks are "to-do" items that you can create for yourself, or that can be assigned to you by other Outlook users. Messages flagged for follow-up are also stored as tasks. Click the Application tile in the top left corner of the window, and then click **Tasks**, or select tasks from the Navigation Bar.

Note: While you can view and complete tasks assigned to you in Office 365, you cannot assign tasks to others through Office 365.

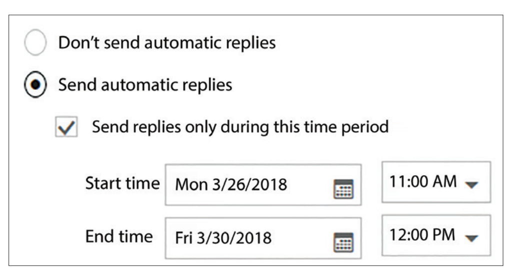
Creating a Task

1. Click **New**.
2. Create a subject and due date. Click **Show more details** to display additional settings like **Start date**, **Priority**, and others. If desired, click **Attach** to add an attachment.
   - **To create a reminder:** click **Show more details**, and then check the **Reminder** box. Create a date and time for the reminder.
3. Create task notes in the space provided at the bottom of the window. Click **Save** when finished.

To mark a task complete: mouse over the task in the Tasks List, and then click the **Mark complete** icon. Use the filter at the top of the list to show **Active**, **Completed**, or **Overdue** tasks.

Out-of-office Notifications

1. Click the Settings icon, then click **Mail** under **Your app settings**.
2. In the **Options** screen, under **Mail**, click **Automatic replies** in the **Automatic Processing** section.
3. In the **Automatic replies** window, click the **Send automatic replies** button, and then check the **Send replies only during this time period** box.
4. Set a time period for your auto-replies.
5. Compose the message in the space provided.



Tip: For external automatic replies, check the **Send automatic reply messages to senders outside my organization** box. Click the appropriate radio button and compose a separate message in the space below.

6. Click **Save** when finished.

SharePoint in Office 365

SharePoint is a web-based collaboration tool that allows users to manage and edit a wide range of shared content (such as documents, lists, and calendars) in secure team sites. Sites can be created for short-term projects, or for permanent sites with shared content. You can upload or create and save new documents to Team Sites using either the client versions of Microsoft Word, PowerPoint and Excel, or the Office 365 apps. Click **SharePoint** in the Application tile in the top left corner of the window.

Creating Sites

You can create sites and subsites as places to share information and collaborate. Communications Sites use pre-built templates, while Team Sites are more customizable.

To create a new site:

1. From the SharePoint home page, click **Create site**.
2. Choose your new site's type In the window that opens. Then, name the new site, provide a description, and click **Next**.
3. Add additional owners and members as needed. Click **Finish** when done.

Tip: Click **Site contents** in the Navigation pane at any time for a complete list of your site's pages and content.

Adding Content to a Site

In SharePoint, site content is added in the form of apps. Apps are then added to your pages as Web Parts.

To add an app to your site:

1. Click the Settings icon ▸ **Add an app**.
2. On the **Your Apps** page, click the app you want to add (*e.g.*, **Document Library**, **Calendar**).
3. Name the app in the dialog box that opens. Click **Advanced Options** to enter more details if desired. Click **Create** when finished.

Working with Web Parts

Web parts are customizable content blocks used to build your site. Web parts display content from your site apps, but they can also include external items such as videos and URLs.

To insert a web part:

1. On the site page you want to edit, click **Edit** in the page's heading.
2. Mouseover where you want to insert your web part. You will see an add button (color may vary).
3. Click the add button. In the **Featured** menu, select your desired web part and configure options as necessary.

Document Libraries

A document library is a useful site tool for sharing files with other members. The **Documents** link (or a link with a similar name), found in the navigation menu of your team site's home page, is an example of a document library.

Creating a Document Library

1. Click the Settings icon ▸ **Add an app**.
2. On the **Your Apps** page, click **Document Library**.
3. Name the library in the **Adding Document Library** dialog box. If desired, click **Advanced Options** for additional setup options. Click **Create** when finished. The **Site contents** link in your site's navigation panel contains a link to your document library.

To add documents to a document library: open your document library, then drag and drop files from your computer to the main window. Alternatively, click **Upload**, select one or more files, and click **Open**.

To create a new Office document in a document library:

1. Click **New** and choose the type of document you want to create from the drop-down menu. The related Office Online app will open.
2. Click **File** ▸ **Save As**, then select **Rename** to name the document.

Note: Documents created online are saved automatically, but you can download a copy from the **Save As** menu.

Tip: You can select multiple files and download them together as a compressed ZIP file.

To delete a document library: open the library, then click the Settings button ▸ **Library Settings**. On the **Settings** screen, under **Permissions and Management**, click **Delete this document library**, then click **OK**.

Creating Lists

Like document libraries, you can add lists to your site and use them to share documents with other site members.

To add a list to your site:

1. Click the Settings icon ▸ **Add an app**.
2. The **Your Apps** page includes a number of list apps to choose from. The **Contacts**, **Links**, **Announcements**, and **Custom Lists** apps are all examples of lists. Select a list app from the options available.
3. In the dialog box that opens, name the list and click **Create**. Your list is accessible from the **Site contents** link on your navigation panel.

To delete a list: mouseover your list in the **Site contents** view from the navigation panel. Click the ellipsis in the **Name** field, then select **Remove**.

Sharing & Collaboration in SharePoint

SharePoint allows you to share entire sites, or only specific documents with contacts.

Sharing a Site

In your site, click the Settings icon ▸ **Site permissions**. In the **Site Permissions** window, click the **Invite People** button, then select **Share Site Only** and follow the instructions provided. If you need to add members to a group to give them full access, click **add members to the group** and set their group.

Tip: Click **Advanced permissions settings** to configure specific groups for your site.

Sharing Documents

Sharing a document with a contact invites them to view or edit the document.

To share a document:

1. Mouseover the file. Click the ellipsis which appears and choose **Share**. Alternatively, select the document and, click **Share** on the top menu.
2. In the **Send Link** dialog box, enter a contact's email address. Click the drop-down menu to set permissions click **Apply** to return to the dialog box.
3. Include a message if desired, and click **Send**.

Tip: Check out a shared document to prevent others from editing the document at the same time.

Checking Documents Out & Back In

To check a document out: mouseover the document. Click the ellipsis which appears, then select **More** ▸ **Check out**. A checked out symbol will appear on the document icon (e.g.) showing that it is checked out.

Tip: You can mouseover the document icon to see who has checked it out.

To check a document back in: mouseover the document. Click the ellipsis, which appears, then select Click **More** ▸ **Check in**. Enter comments on your recent edits if necessary, then click **Check In**.

Note: You can also click **Discard Check Out** to check the document back in without saving your revisions.

Version History

Version history allows you to track previous versions of a selected document, and revert to an older version if necessary.

To view the version history of a file:

1. Select the document you want to see version history for.
2. Click the ellipsis ⋮ which appears in the file name, then select **Version history**. Document versions appear in the **Version history** dialog box.
3. Mouseover the version you want, click the menu arrow ▼, and choose **View**. A dialog box will appear with options for managing the document.
   - **To edit a version:** in the **Version History** dialog box, click the version's highlighted timestamp (*e.g.*, 3/12/2017 12:20 PM) to download it to your computer.

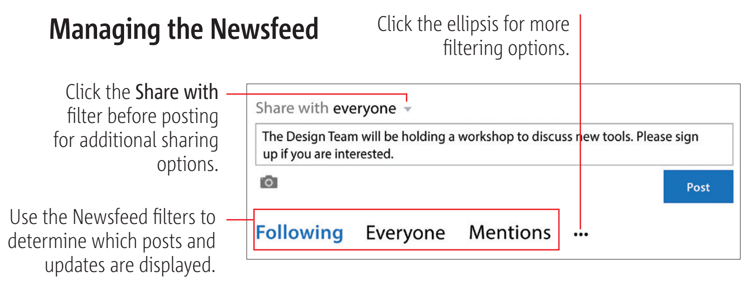
Note: Documents are saved automatically.

- **To restore or delete a previous version:** in the Version History dialog box, click the menu arrow ▼ next to the document you want to restore and choose **Restore** or **Delete**.

The Newsfeed

Your personal newsfeed serves as a central location for updates about all of the people, sites, and documents you are following, and conversations you have started with others. You can also post questions and comments to the newsfeed to be viewed by all of the people that are following you. Click the **Newsfeed** link in the Application tile.

Managing the Newsfeed



Site Newsfeeds

Many sites contain their own newsfeeds, which are useful when you only want to communicate with people who have access to the site. Newsfeed posts from sites that you are following also appear in your personal newsfeed.

Working with Calendars

You can add a calendar to your site as an app if one hasn't already been included.

To add a calendar:

1. From the site that you want to add the calendar to, click the Settings icon ▶ **Add an app**.
2. On the **Your Apps** page, click **Calendar**.
3. In the **Adding Calendar** dialog box, name the calendar. Click **Advanced Options** to add a description and to choose whether or not to use the calendar to share members' schedules.
4. Click **Create** when finished.

Creating New Events

1. Navigate to the calendar, then mouseover the date in the calendar and click **+ Add**. Alternatively, on the EVENTS tab, click **New Event**.
2. In the **New Item** dialog box, type an event name in the **Title** field. Set a **Start Time** and **End Time**, or check the **All Day Event** box ☐ if necessary. Enter information about your event in the **Description** field.
3. Select a **Category** for the event, and set any additional event details.
4. Click **Save**. The new event appears on the calendar.

To view event details: double-click the event in the calendar, or select the event and click **View Event** on the EVENTS tab.

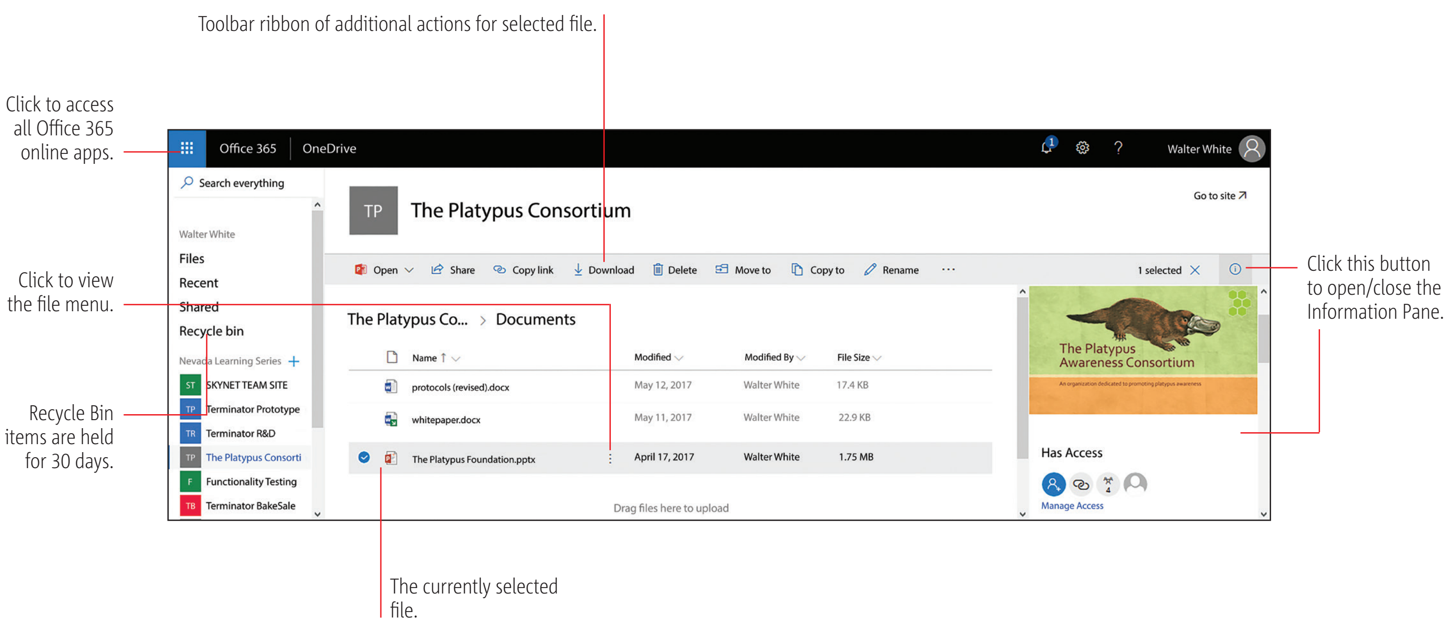
To edit an event: select the event and, on the EVENTS tab, click **Edit Event**.

Tip: Click and drag a calendar event to move it to another date.

To delete an event: select it on the calendar and press the DELETE key. Click **OK**. Your event will be moved to the Recycle Bin.

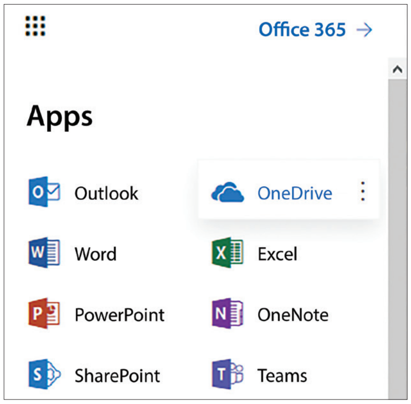
Introducing OneDrive for Business

OneDrive is a personal library designed to help you gather, organize, and share important documents and other content. All your OneDrive files are private by default – only you can see them unless you decide to share them. When you share a document, you can choose to follow the document to receive Newsfeed updates when another person edits it. People with whom you've shared a document can also choose to start following it. You can stop following a document at any time.



Accessing OneDrive

Click **OneDrive** in the Application tile.

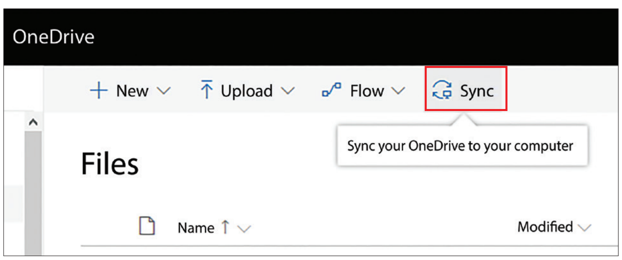


Syncing OneDrive with Your Computer

Syncing files stored in OneDrive to your computer allows you to work on them locally when not connected to the Internet, and have your changes applied automatically to your online OneDrive library the next time you connect.

To sync OneDrive with your computer:

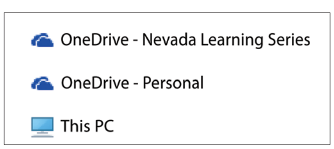
1. After opening OneDrive, click **Sync** on the main page.



2. A dialog box opens, and will automatically launch OneDrive on your PC.

Note: A window may open asking you to sign in to Microsoft Office to set up OneDrive. After signing in and opening OneDrive, a File Explorer window will open displaying a new OneDrive folder for your organization.

Important: The OneDrive Sync App is required to sync OneDrive with your computer. Contact your Office 365 or SharePoint administrator if the sync function is not available to you.



Adding Files to OneDrive

To add a document through a web browser:

1. Click **New** on the toolbar, then select the type of file you want to create. Alternatively, click **Upload** to choose a file from your computer.
2. If created using the **New** button, your file will open in the related Office Online app. Click **File** ▶ **Save As** to name the file.

Tip: Use the Application tile in the top-left corner of the window to return to OneDrive at any time.

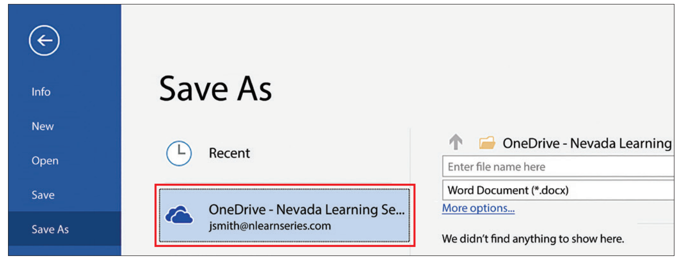
Adding a Document Through the File Explorer

When you sync OneDrive with your computer, a copy of your OneDrive library is added to your computer as a **OneDrive** folder. If you add a file on OneDrive, the file is added to your OneDrive folder in File Explorer, and vice versa.

Saving to OneDrive from Office 2016

You can quickly open and save documents to OneDrive right from Word, Excel, PowerPoint, or OneNote. To do so in Office 2016:

1. Create the document in Word, PowerPoint, Excel, or OneNote.
2. On the Ribbon, click the **File** tab.
3. Click **Save As** in the left column, then click your Exchange Server account option (for example, the OneDrive option at the top of the list in the image below) and choose your **OneDrive** folder.



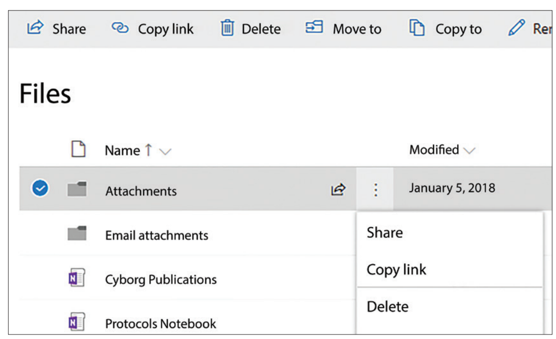
4. In the **Save As** window, name the file and click **Save**.

Co-authoring Documents

OneDrive and Office 2016 allow you to collaborate on shared documents. If others are editing a document you are working on, the Office application notifies you and shows you the section they are editing.

To share a document from OneDrive:

1. Select your file. Click the ellipsis ⋮ next to the filename and choose **Share** from the menu. Alternatively, click **Share** in the top menu bar.



2. Enter invitee names in the dialog box. Contact names appear as you type.

Tip: Click **Anyone with this link can view and edit.** to edit specific permissions, or add an expiry date.

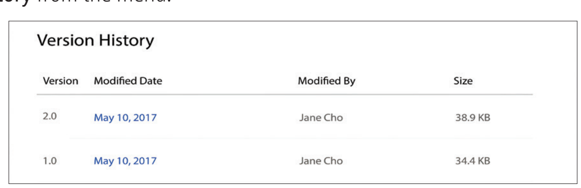
3. Click **Send** when finished.

Manage Document Versions

Managing versions allows you to review and revert to previous versions of a document.

To view different versions of a file:

1. Select your file. Click the ellipsis ⋮ next to the filename and choose **Version history** from the menu.



2. Click a timestamp in the **Modified Date** column to open that version.

To view details about a version, or to restore a version: click on the ellipsis for the desired file and choose **View** or **Restore**.

Editing Workbooks in Excel Online

With Excel Online, you can work on Excel workbooks saved to a SharePoint library or OneDrive directly in a web browser window.

To save a workbook to a SharePoint library or OneDrive: from Excel, click File ▶ Save As, and then choose a OneDrive or SharePoint (Sites) location.

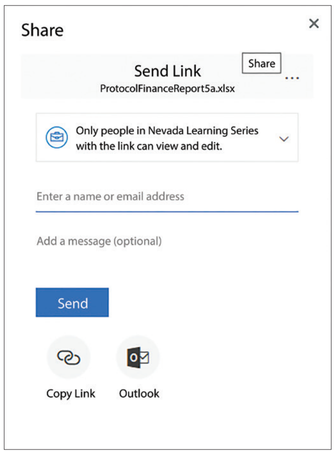
To open and edit a workbook in Excel Online: click to select your workbook file. Then, in the top menu ribbon, click Open ▶ Open in Excel Online.

Important: Many of Excel's more complex features are not available in Excel Online. This may prevent online editing of more detailed spreadsheets. To open a file in the desktop version of Excel 2016, click Edit Workbook ▶ Edit in Excel in Excel Online. In SharePoint or OneDrive, select your workbook and click Open ▶ Open in Excel in the top menu ribbon.

Working Collaboratively

To invite others to work on a workbook:

1. While editing the workbook, click Share ▶ Share with People.
2. In the Share dialog box, type the names of invitees in the text field. Contact names will appear as you type. Alternatively, click Copy Link to generate a link which can be copied and sent in emails or instant messages.
3. Add a personal message if required. Click Share when finished.

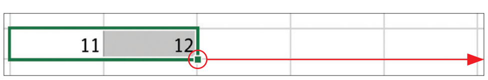


Tip: Click the Outlook button at the bottom of the window to automatically launch Outlook for the Web. An email with your share link will be generated automatically.

General Excel Online Tools

Working with AutoFill

Use AutoFill to add data to cells based on existing values. You can copy a single value (e.g. 5, 5, 5, ...) or extend a series (e.g. 2, 4, 6, ...) across any number of cells. AutoFill works with both horizontal and vertical selections.



Select the cell or sequence you want to extend. Then, click and drag the handle below the last cell in a group across other cells to either copy repeating cell data, or to extend a series.

Working with Formulas

To insert a formula:

1. Select the cell that will contain the formula results.
2. In either the cell or the Formula Bar, enter a formula. You can use cell references (e.g. A1), constant values (e.g. 88), and operators (e.g. +).

Remember: Functions and formulas *always* begin with the equals (=) sign!

3. Press ENTER. The formula result will appear in your target cell.

To cancel changes to a formula: while editing, press ESC.

To delete a formula: select the cell containing the formula and press DELETE.

Copying Formulas

Selecting a formula from a cell and copying it elsewhere retains *relativity*; the formula will update its references according to its new location and the references will 'shift' with the formula.

To maintain *absolute* references: add a dollar sign ($) before every reference value to be maintained (e.g. `$A$4`). Now the reference will always refer to this data range, regardless of where the formula is located.

Creating and Customizing Charts

Charts are now easier to create and customize. Select your data range and choose a chart style from the Ribbon to quickly insert a chart.

To create a chart: select the range of data on which to base your chart. Click the Insert tab and select the appropriate chart for your data from the Charts group.

To add a title to a chart element: select the chart. Then, on the Chart tab that appears, choose the appropriate element in the Labels group. Insert text in the box that opens and click OK.

Working with Tables

Formatting a range of cells as a table enables you to use sorting and filtering tools to organize your information. Tables employ a *header* row, which describes the contents of the column below.

Creating a Table

1. Select the range of cells that will be included in the table. Make sure that the top-most row contains header information.
2. On the Insert tab, click Table in the Tables group. Ensure that the My table has headers box is checked and click OK. The table is created, and AutoFilter buttons appear beside the column headers.

Sorting Data

Sorting is the process of arranging data to display in a desired order (e.g. alphabetically from A to Z, or numerically from lowest to highest value).

To sort by column: in a table, click the AutoFilter button of the column you want to sort. Choose a sorting option from the menu (*e.g.*, Sort Ascending). Options available depend on the type of information in the selected column.

AutoFilter buttons

Header row

Rep	Item	Units	Cost	Total
Jones	Pencil	95	$1.99	$189.05
Kivell	Binder	50	$19.99	$999.50
Jardine	Pencil	36	$4.99	$179.64
Gill	Pen	27	$19.99	$539.73

Note: When a column is sorted or filtered, its AutoFilter button will change (*e.g*, for sorted, for filtered).

Filtering Data

Filtering is the process of temporarily excluding or hiding irrelevant data, allowing one to focus on specific types or ranges of information. The filters and options available to you will depend on the type of data you select.

To filter by column: click the AutoFilter button in the column you want to filter and choose Filter... from the menu. In the Filter window, uncheck the boxes for all entries that will be filtered out (hidden). Click OK.

To filter by criteria: click the AutoFilter button in the column you want to filter and choose <Text> Filters, then select a filtering method (*e.g.*, Begins With). Set the parameters for your filter and click OK.

Removing Filters

To remove a filter: click the AutoFilter button at the top of a filtered column and choose Clear Filter from <Column> from the menu.

Downloading a Workbook

To download and save a workbook to your computer: click File ▶ Save As ▶ Download a Copy.

Working with Documents in Word Online

Word Online allows you to quickly read through, print, and edit Word documents saved to either OneDrive or a SharePoint library. Word automatically saves your online document as you work.

To save a local copy of your SharePoint or OneDrive file: in Word, click **File ▶ Save As**, and then choose **Download a Copy**.

To read a document in Word Online: click the filename in your SharePoint library or your OneDrive.

To edit a document: with the document open, click **Edit document** and choose either **Edit in Browser** for simple edits, or **Edit in Word** if more advanced editing features are needed.

Note: Text documents created using other word processing and text editing software can also be opened in Word Online.

Co-Authoring

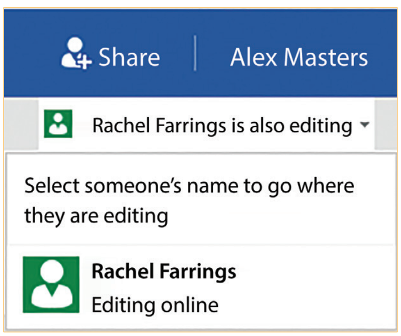
Note: Co-authoring in Word Online can only be done with documents saved to OneDrive.

To invite other users to edit a document in Word Online:

1. Log in to OneDrive, and then open the document in Edit mode.
2. Once in Edit mode, click the **Share** button (see image below). In the dialog box that opens, type the names of invitees. Names will appear as you type.

Note: If your document is already shared, click **Shared with** to review or change existing permissions.

3. Click **Share**. The recipients will receive an email with a link to the document. There is no special button to click in order to work simultaneously, but the names of other editors will appear at the top-right or the window. Click the drop-down menu arrow beside an editor's name to see their changes (see right).



To view a list of document authors: on the **View** tab, click **Other Authors** in the **Authors** group.

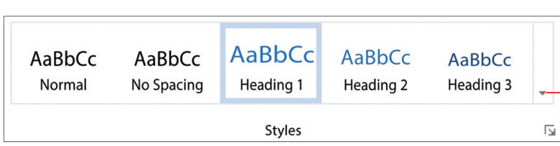
Note: While editing a document, an author name and colored line will appear along with a dotted line beside a section being edited. Two authors cannot edit the same section of text at the same time. Save the document File ▶ Save As) to update any changes made by other authors.

General Word Online Tools

Using Styles

Styles define elements of your document (*e.g.*, headings and quotes) in a way that Word can understand and use for other tasks, such as generating a Table of Contents. If you use styles to format documents, modifying a style will update every part of the document that uses that style.

To apply a style: select the text you want to apply the style to. On the **Home** tab, select an option from the gallery in the **Styles** group (*e.g.*, **Normal**, **Heading 1**).



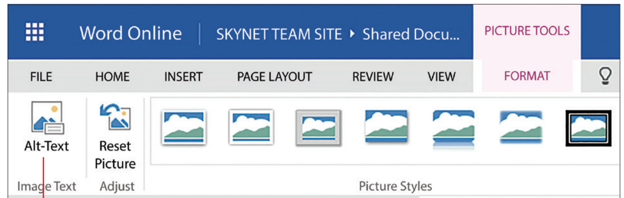
Click to display the complete **Styles** gallery.

To remove all formatting from text: select the text and click the Clear Formatting icon in the **Font** group.

Inserting and Formatting Images

To insert an image: on the **Insert** tab, click **Picture**. Browse to the image on your computer and click **Open**, then click **Insert**. The image is inserted at the cursor position.

To resize an image: right-click the image. Then, in the menu which appears, click **Grow** and **Shrink** to resize the image accordingly. Alternatively, in the context-sensitive **Format** tab, enter height and width values.

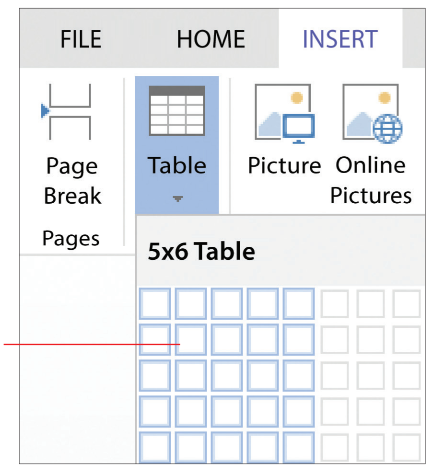


Click to add alternative text to an image for accessibility-related software. While not available in Word Online, accessibility features can be further refined in Word 2016.

To remove an image: click to select the image, then press DELETE.

Working with Tables

To insert a table: on the **Insert** tab, click **Table**. Click to select the number of rows and columns from the table designer.



Hover your mouse over the lower-right-hand corner square to select the table's dimensions, then click to create the table.

To adjust column width: click and drag the right column edge to the left or right.

To insert a row or column: click in a row or column to select it. Then, on the **Layout** tab, select the appropriate option in the **Insert** group.

To delete a row, column, or the entire table: click in the row or column you want to delete (or any cell for the entire table). Then, on the **Layout** tab, select the appropriate option in the **Delete** group.

Reviewing a Document

On the **View** tab, click **Reading View** to review your document. If necessary, choose whether or not to save changes. Click **Edit document** and choose **Edit in Browser** to continue editing your document, or click the Application tile in the top-left corner of the screen and choose **OneDrive** or **SharePoint** to return to your library.

Printing a Document

Click **File ▶ Print**.

Working with Presentations in PowerPoint Online

You can view, present, and edit PowerPoint presentations saved to either a SharePoint library or to your OneDrive using PowerPoint Online. When working online with a file in a SharePoint library or OneDrive account, your file is automatically saved periodically as you work.

To save a PowerPoint 2016 presentation to a SharePoint library or OneDrive: with your file open, click **File** ▸ **Save As**, and then choose either a OneDrive or SharePoint (Sites) location.

Note: You may be asked for credentials to access the OneDrive or SharePoint account.

To work with a presentation in PowerPoint Online: click the filename in the SharePoint library or in your OneDrive.

- You can use the arrows below to preview the slides.
- To edit or run the presentation, select Open and select **Open in PowerPoint** or **Open in PowerPoint Online**.
-

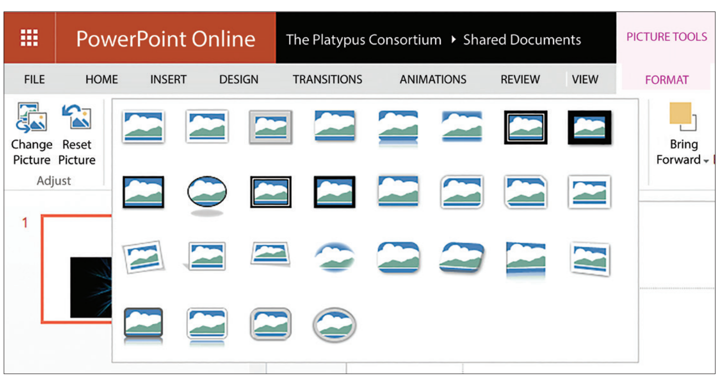
General PowerPoint Online Tools

There are a number of simple edits that can be made to a presentation quickly using PowerPoint Online. For more extensive edits, click **Edit Presentation**, and choose **Edit in PowerPoint**.

To create, duplicate, or delete a slide: select the slide you want to duplicate, delete, or create a slide after, and select the appropriate option on the **Home** tab in the **Slides** group.

Working with Images

To add an effect to a photo: select the photo and, on the context-sensitive **Format** tab, choose an effect option from the **Picture Styles** gallery.



To replace a picture: select the picture and, on the context-sensitive **Picture Tools Format** tab, click **Change Picture**. Browse to another image and click **Open**, then click **Insert**.

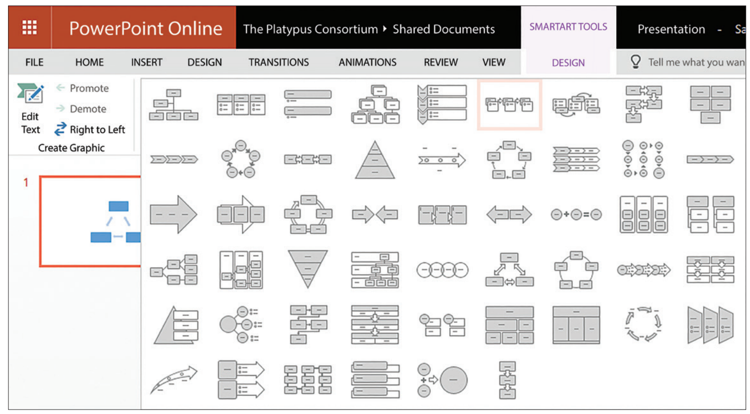
SmartArt Graphics

To insert a SmartArt graphic: on the **Insert** tab, click SmartArt and choose an option from the gallery.

To edit a SmartArt graphic's style or layout:

1. Click the SmartArt image to select it.
2. On the context-sensitive **Design** tab, select a new layout or style using the **Layouts** and **SmartArt Styles** galleries.

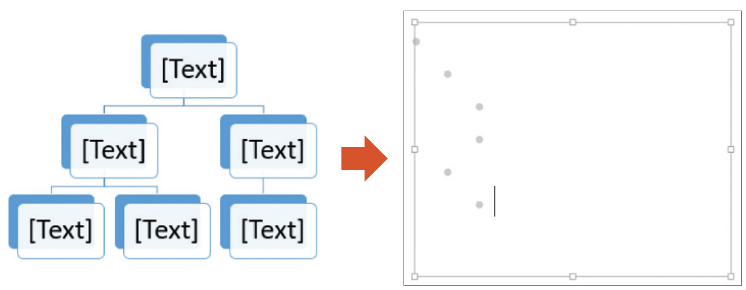
Note: More layouts are available as a drop down menu available by clicking on the arrow to the right of the visible layouts.



To change SmartArt colors: click the SmartArt graphic to select it. Then, on the **Design** tab, click **Change Colors** and choose a color set.

To change the SmartArt graphic alignment: select the SmartArt graphic and, on the **Design** tab, click **Right to Left** in the **Create Graphic** group.

To edit SmartArt text: click a text element. The graphic will change to show the element hierarchy in list form.



- **To move a SmartArt element up or down in the hierarchy:** with the elements displayed as a list (shown above on the right), on the **Design** tab, click **Promote** or **Demote** in the **Create Graphic** group.

To return a SmartArt graphic to its original layout: select the SmartArt graphic and, on the **Design** tab, click **Reset Graphic**.

Note: Applied text will not be erased.

To delete a SmartArt graphic: select the SmartArt graphic and press DELETE.

Reviewing and Running a Presentation

To open a presentation in Reading View:

1. On the **View** tab, click **Reading View**.
2. Use the tools at the bottom of the window to cycle through slides or display notes. To view notes, click **Notes** at the bottom of the window.

Note: To continue editing, click **Edit Presentation** ▸ **Edit in Browser**.

To run your presentation: on the **View** tab, click **Slide Show** in the bottom-right corner of the screen. The slide show will open in a new window.

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