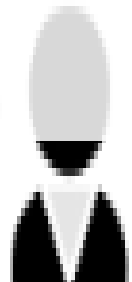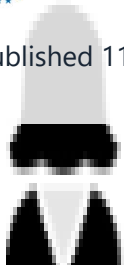# Office for the web

IT Department

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✏️ Course Management

⌄ Course Description

Office for the web

⌄ Content

⌄ Office for the web: Get started ⓘ

Office.com is the best place to start, whether it's the start of the day or you're getting back to your work.

○ Office for the Web: Get started

○ Office for the Web: Find it with Search

○ Office for the web: Create new documents

○ Office for the Web: Get back to your work

○ Office for the web: Recommended files

○ Confirmation

Not Started

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▷ **Start**

⌄ Office for the web: Word for the web ⓘ

With Word for the web, create documents, add text, images, and art, and share your file to work with others — no matter where you are.

○ Word for the web: Get to know Word for the web

○ Word for the web: Change document layout

○ Word for the web: Insert tables and pictures

○ Word for the web: Collaborate online

○ Word for the web: Transcribe your recordings

○ Word for the web: Cool things in Word for the web

○ Confirmation

Not Started

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▷ **Start**

⌄ Office for the Web: Excel for the Web ⓘ

Excel for the web gives you the power of Excel on any device, from almost anywhere.

○ Excel for the web: Get to know Excel for the web

○ Excel for the web: Create formulas

○ Excel for the web: Insert a PivotTable

○ Excel for the web: Get insight with ideas

○ Excel for the web: Collaborate

○ Excel for the web: Save time with Flash Fill

○ Excel for the web: Paint a picture with Conditional Formatting

○ Confirmation

Not Started

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▷ **Start**

⌄ Office for the web: PowerPoint for the web ⓘ

PowerPoint for the web gives you the ability to create, edit, and present presentations on any device, from almost anywhere.

○ PowerPoint for the web: Get to know PowerPoint for the Web

○ PowerPoint for the web: Insert pictures, shapes, and more

○ PowerPoint for the web: Animations and transitions

○ PowerPoint for the web: Create a presentation with others

○ PowerPoint for the web: When you're ready to present

○ PowerPoint for the web: Designing slides

○ Confirmation

Not Started

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│ ▷ Start   │
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❯ Office for the web: Share your documents ⓘ

Wherever you're working in Office 365, it's simple to share your documents.

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⌄ Office for the web: Outlook for the web ⓘ

Outlook on the web makes it simple to keep your email, calendar, and contacts right at your fingertips. Here are a few of the great features to use. Send messages and share files to collaborate with others.

○ Outlook for the Web: Get to know Outlook for the Web

○ Outlook for the web: Create and reply to email

○ Outlook for the web: Organize your Inbox

○ Outlook for the web: Create a signature and automatic reply

○ Outlook for the web: Schedule an appointment or meeting

○ Outlook for the web: Create and edit a contact

○ Outlook for the web: Search for email, contacts, and events

○ **Confirmation**

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▷ Start

Information

★★★★★ 0 ratings

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🏷 Products

📋 Office for the web

👤 🦅 IT Department

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