

Office 365 Intro. and Tutorials



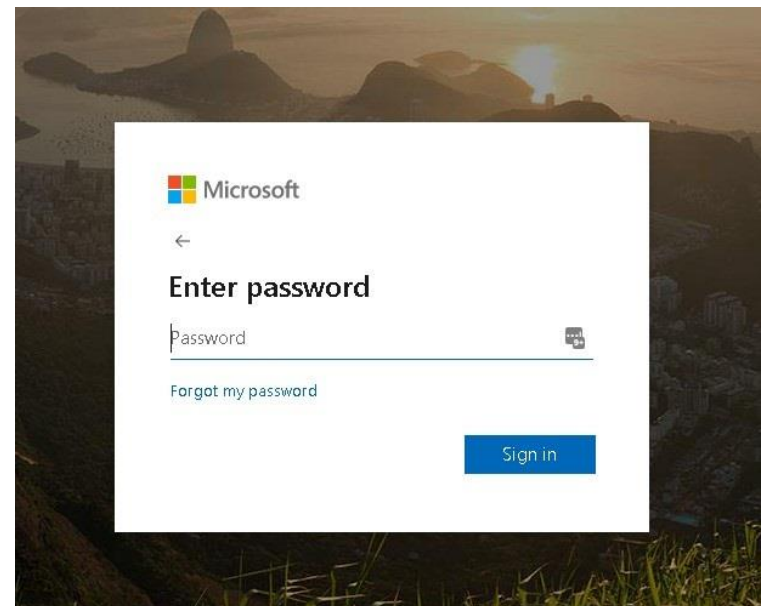
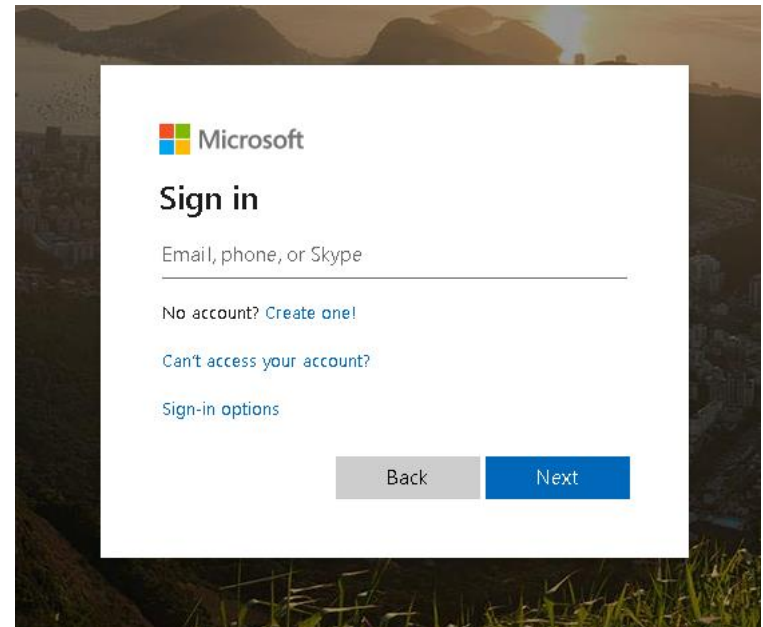


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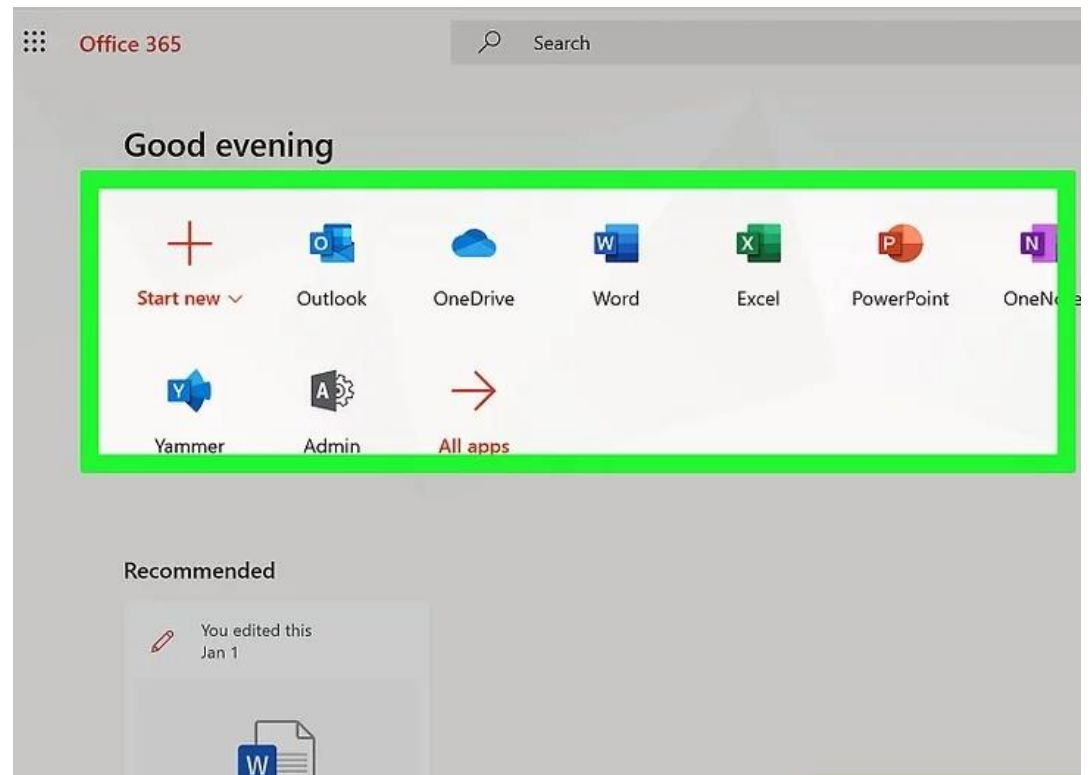
How to Sign in to Office365

- Open the Internet browser.
- Go to www.office.com
- Click Sign in at the top right of the screen.
- Type in your Username and **Next**.
- When prompted, type in the password for your account, then click **Sign in**.



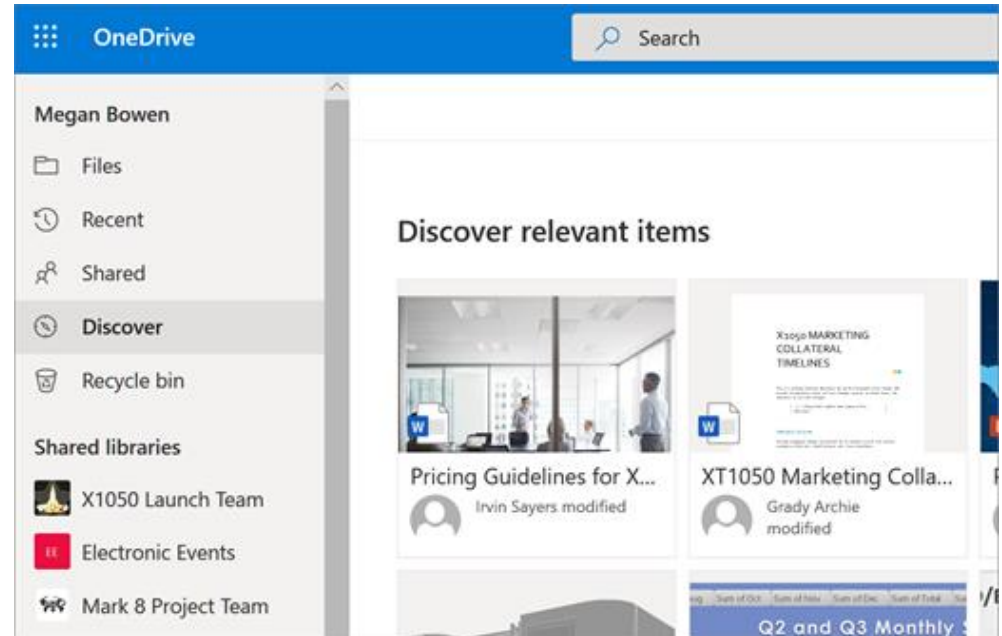
Understand how Office 365 interfaces work

- Every Office 365 program has a main window in which you'll complete the program's main function. Additionally, each program has a colored toolbar (also referred to as a "ribbon") at the top of the window. You'll find different tab options (e.g., **Insert**) in the ribbon.
- Clicking a ribbon tab will cause the toolbar options to change.



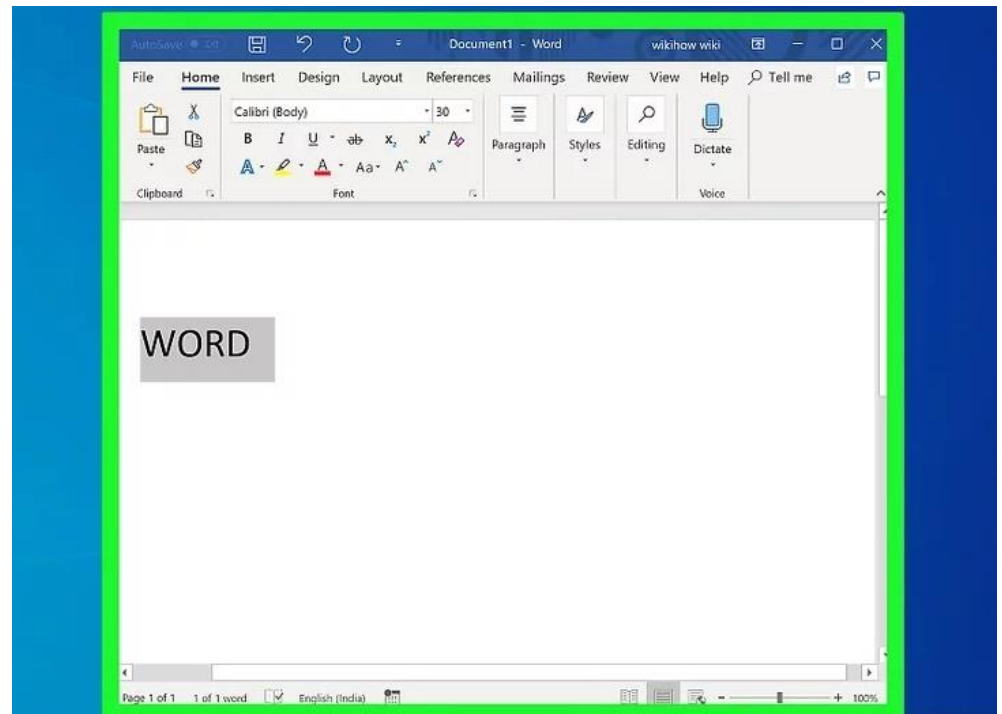
OneDrive Introduction

- OneDrive is the cloud storage service which is connected to your Microsoft account. You can store your Office 365 documents in OneDrive in order to access them anywhere.
- Documents stored in OneDrive can be shared with other users in order to collaborate on documents.
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Word Introduction

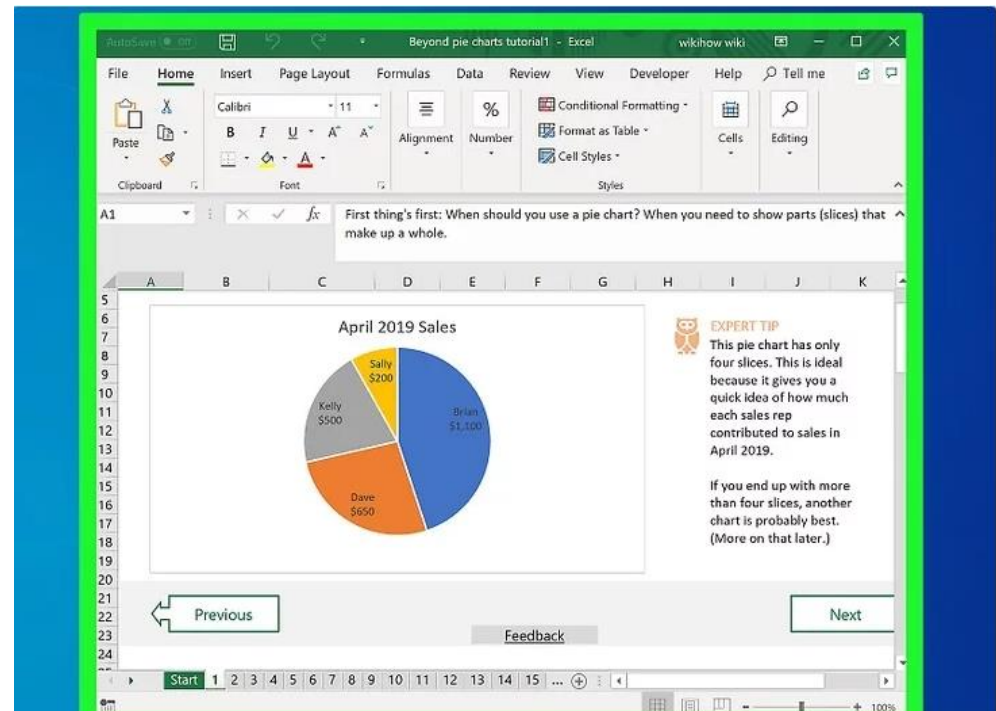
- Microsoft Word is a classic program used to create text documents which can include formatting, images, and various publication options.
- Word saves files in a format recognizable by both Apple Pages and Google Docs.
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Excel Introduction

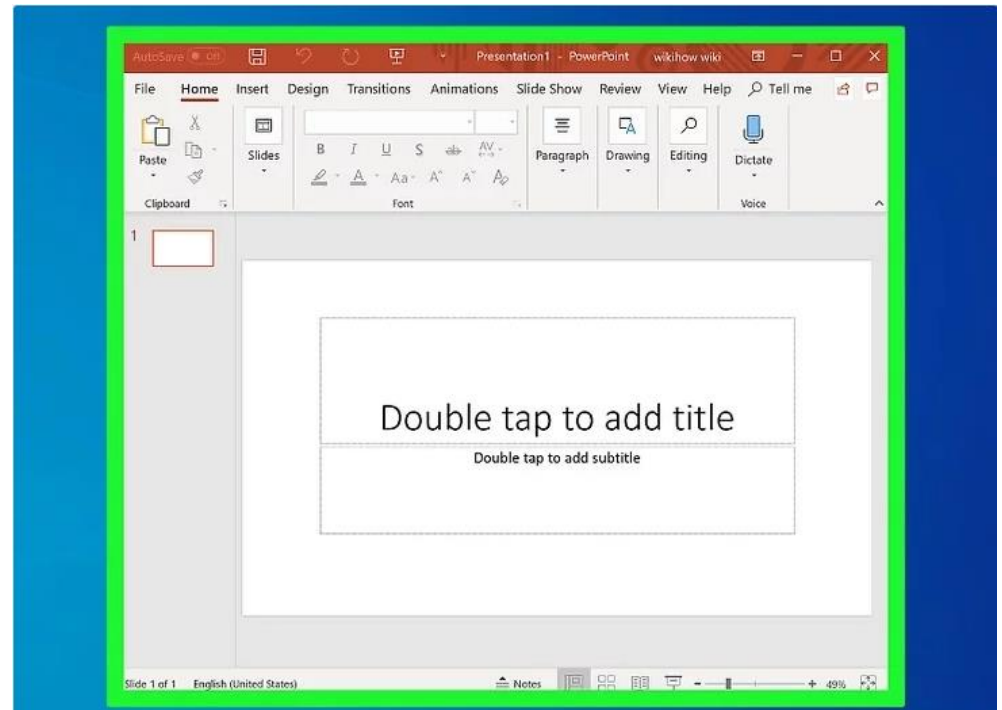
- Excel is a spreadsheet program which can be used to store and format data, create charts, and run calculations based on available values. Storing data such as attendance, employee invoicing, and store inventory is common in Excel.

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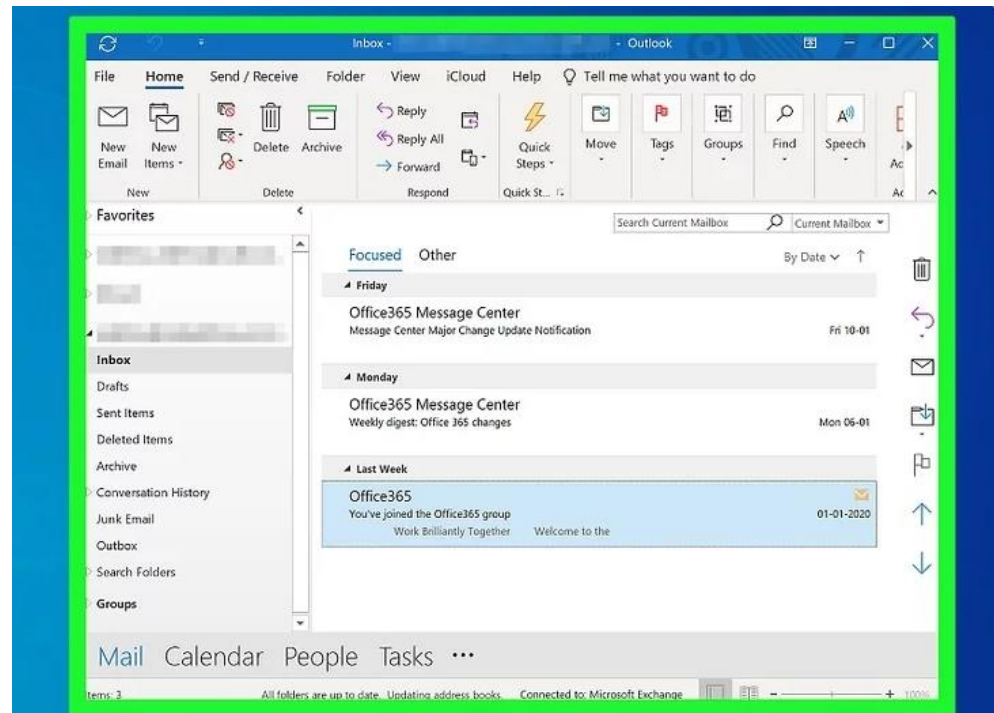
PowerPoint Introduction

- PowerPoint allows users to create presentations on a slide-by-slide basis. PowerPoint presentations can also be used to create jeopardy games, flash cards, and more.
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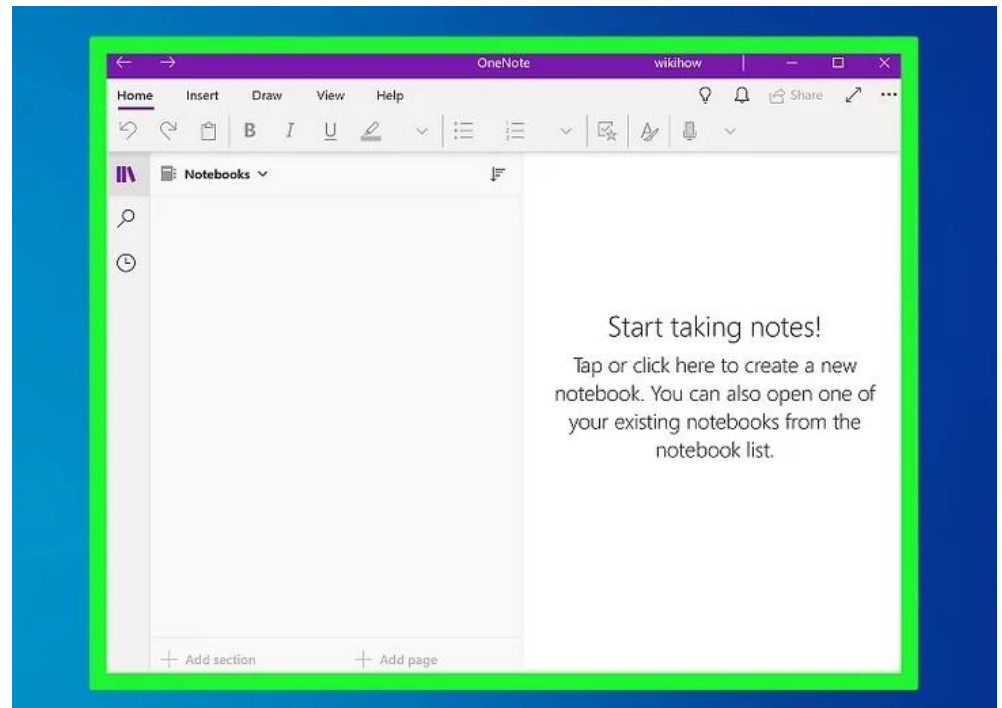
Outlook Introduction

- Like many comparable desktop email services, Outlook desktop application allows you to sign into your email address(es) in order to manage and store your email from your desktop.
- Outlook Web\online version can be accessed from www.office.com main page by clicking on the Outlook icon.
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OneNote Introduction

- While both Windows and Mac computers have plain text editors (Notepad and TextEdit, respectively), OneNote is capable of storing text, images, and formatting.
- OneNote also includes the option to create multiple different notebooks, making it easy to organize by category.
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How-to Tutorials

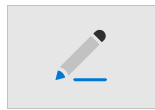
Microsoft 365 basics video training



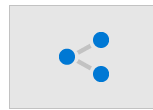
Quick start



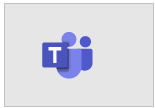
Get started



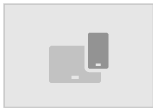
Create and save



Share and collaborate



Work with Microsoft Teams



Work from anywhere



Cool Microsoft 365 features

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