

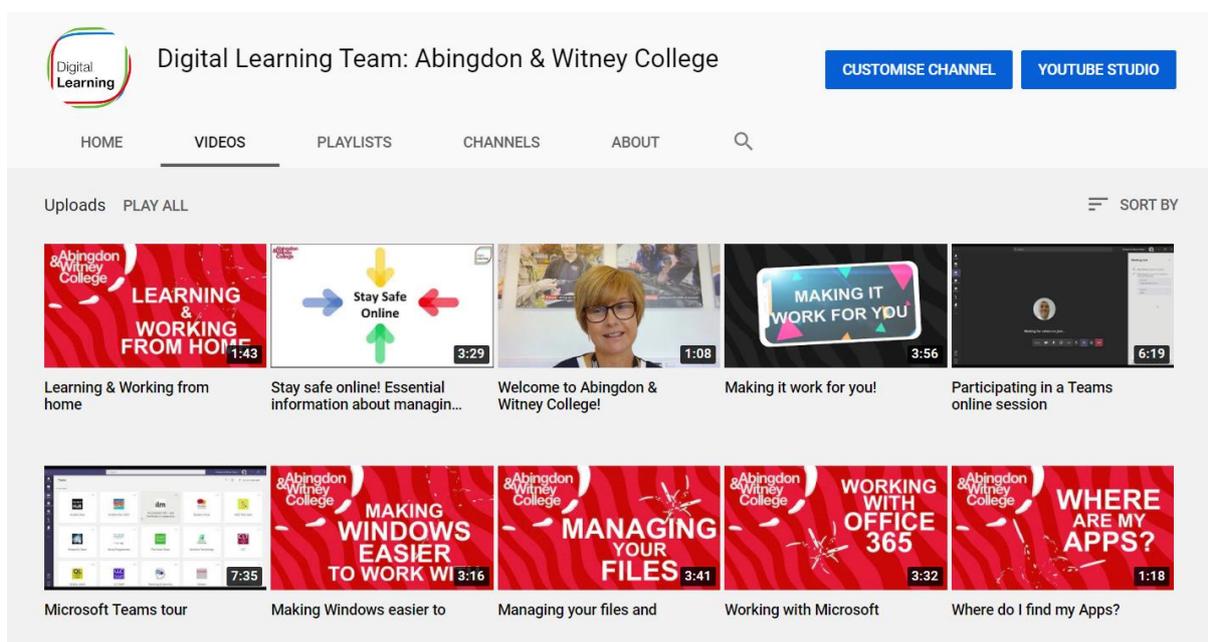
WORKING WITH OFFICE 365

This guide covers the following topics:

- How to locate and open apps including Teams, Outlook and Word
- Open Word
- Save files to your OneDrive
- Open files in desktop applications
- View and reply to tutor comments

This guide is part of a series created to help you to make the most of the IT apps available to you. For help with the content of this guide please speak with your tutor.

THIS DOCUMENT RELATES TO THE 'WORKING WITH OFFICE 365' VIDEO ON THE COLLEGE'S DIGITAL LEARNING YOUTUBE CHANNEL:



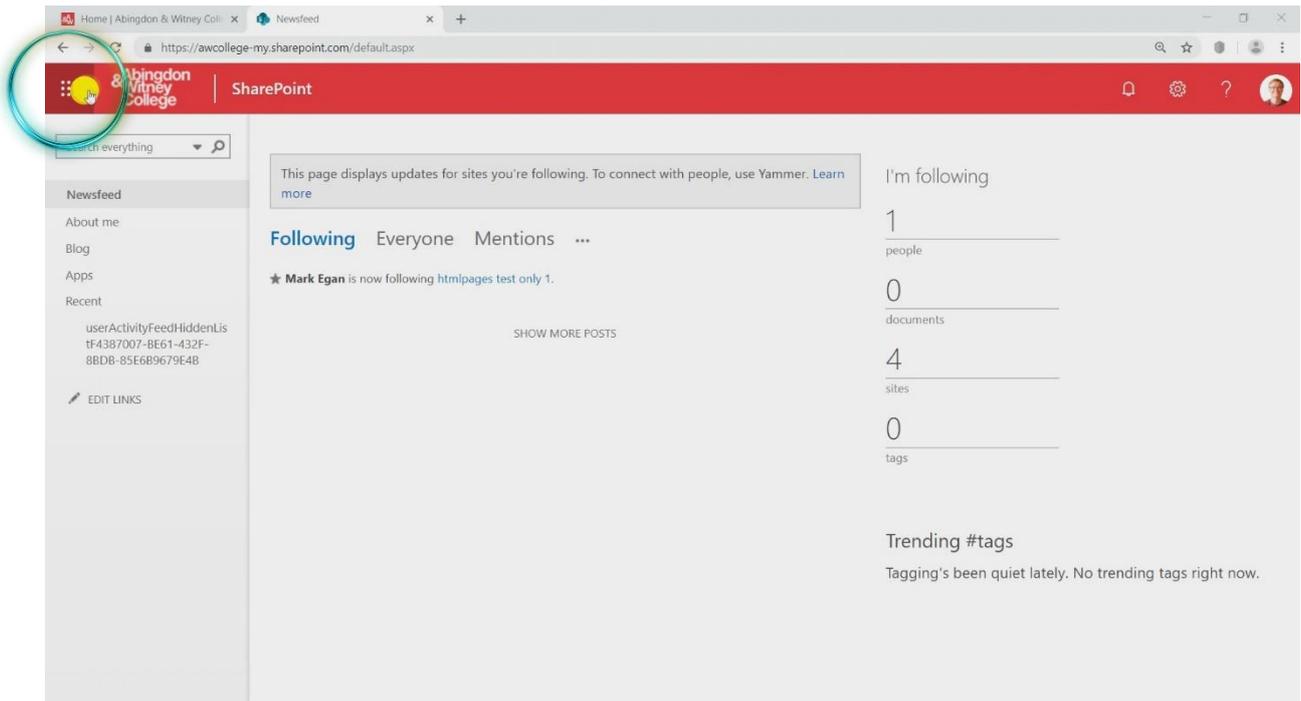
The screenshot shows the YouTube channel page for the Digital Learning Team at Abingdon & Witney College. The channel name is "Digital Learning Team: Abingdon & Witney College" and it has two buttons: "CUSTOMISE CHANNEL" and "YOUTUBE STUDIO". The navigation menu includes "HOME", "VIDEOS", "PLAYLISTS", "CHANNELS", "ABOUT", and a search icon. The "VIDEOS" tab is selected, showing a grid of 10 video uploads. The videos are:

- Learning & Working from home (1:43)
- Stay safe online! Essential information about managin... (3:29)
- Welcome to Abingdon & Witney College! (1:08)
- Making it work for you! (3:56)
- Participating in a Teams online session (6:19)
- Microsoft Teams tour (7:35)
- Making Windows easier to work WI... (3:16)
- Managing your files and (3:41)
- Working with Microsoft (3:32)
- Where do I find my Apps? (1:18)

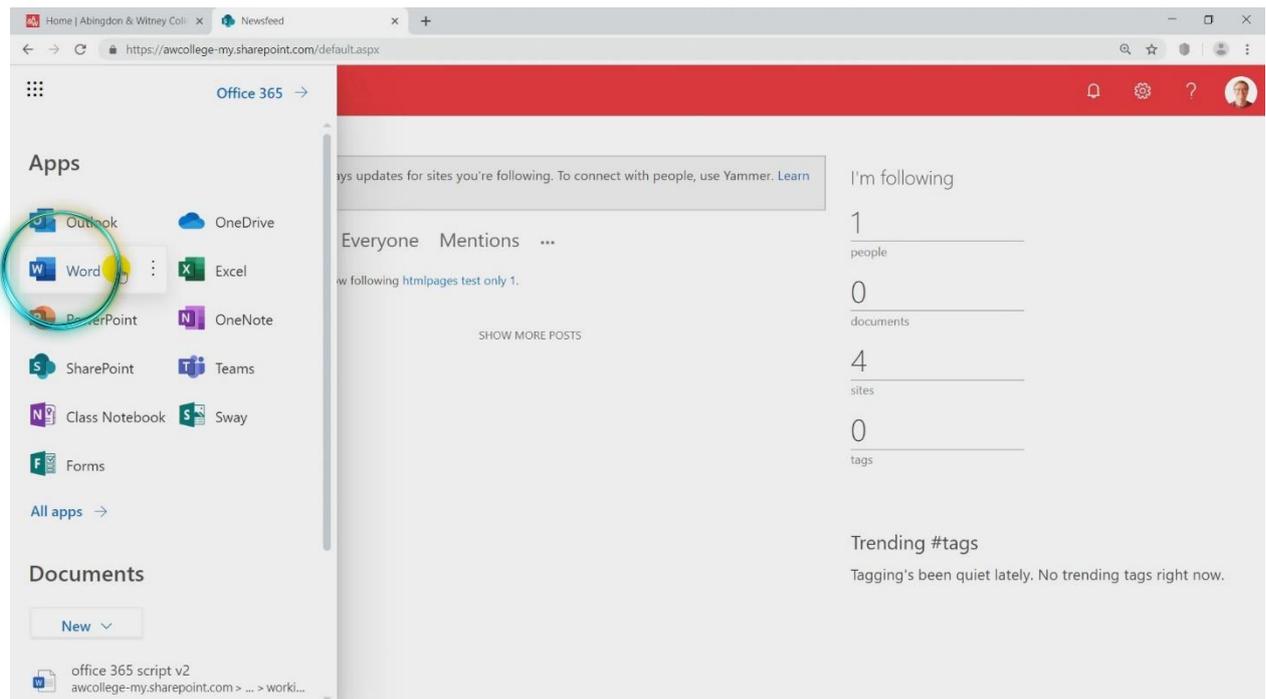
Start by logging into the college website at www.abingdon-witney.ac.uk

You can log in using a laptop or mobile device. Most Office apps work on mobile devices though there are some limitations.

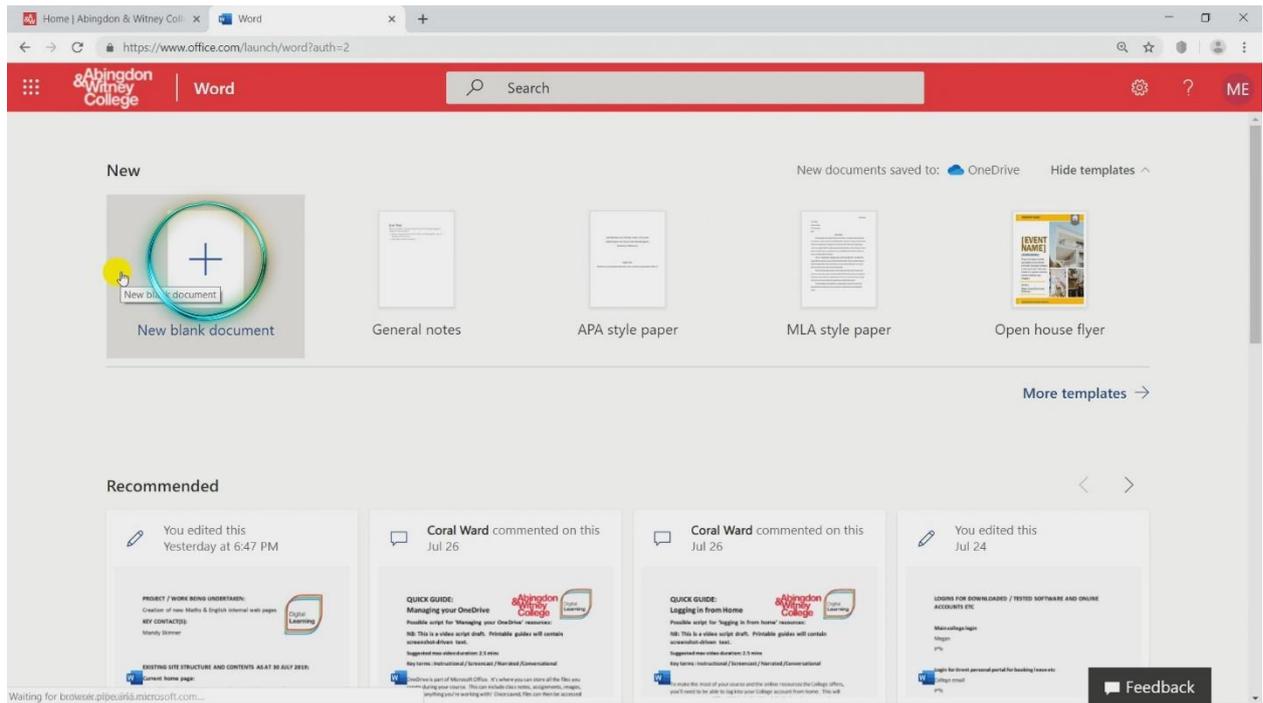
Once you've logged into the College website, tap the waffle icon at the top left of the window:



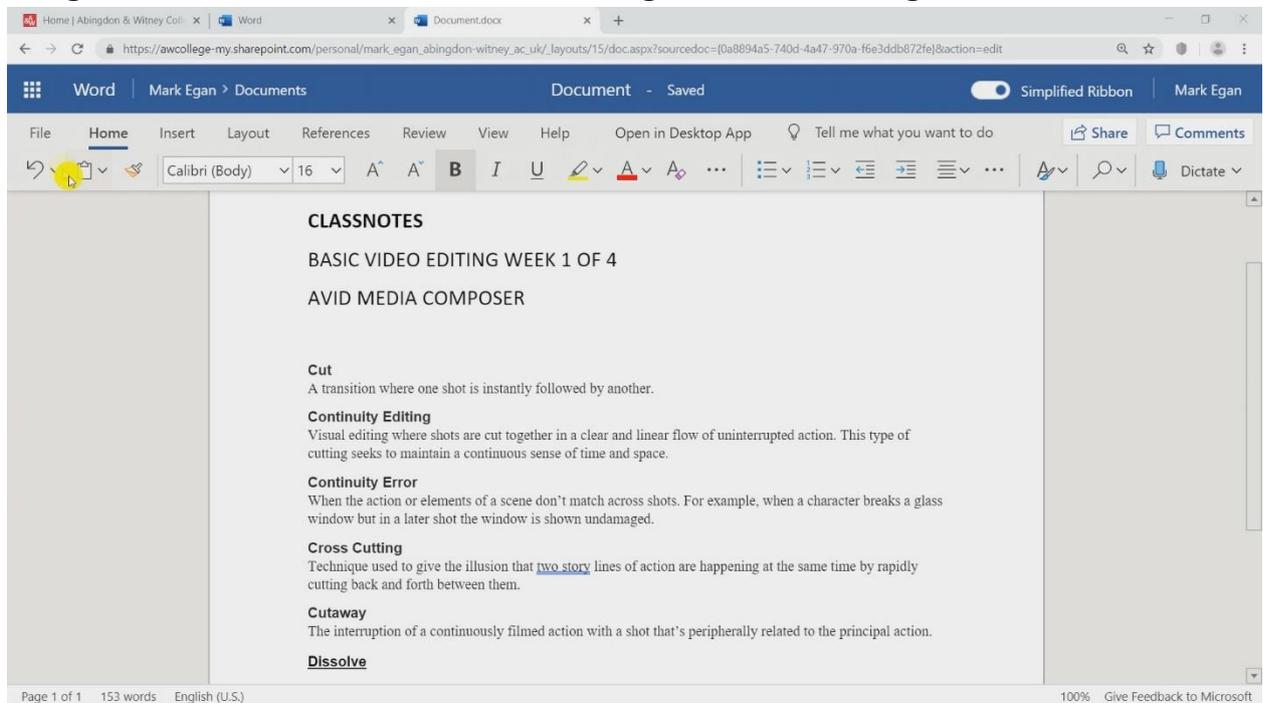
Tap to open the app you need. In this example we'll open Word:



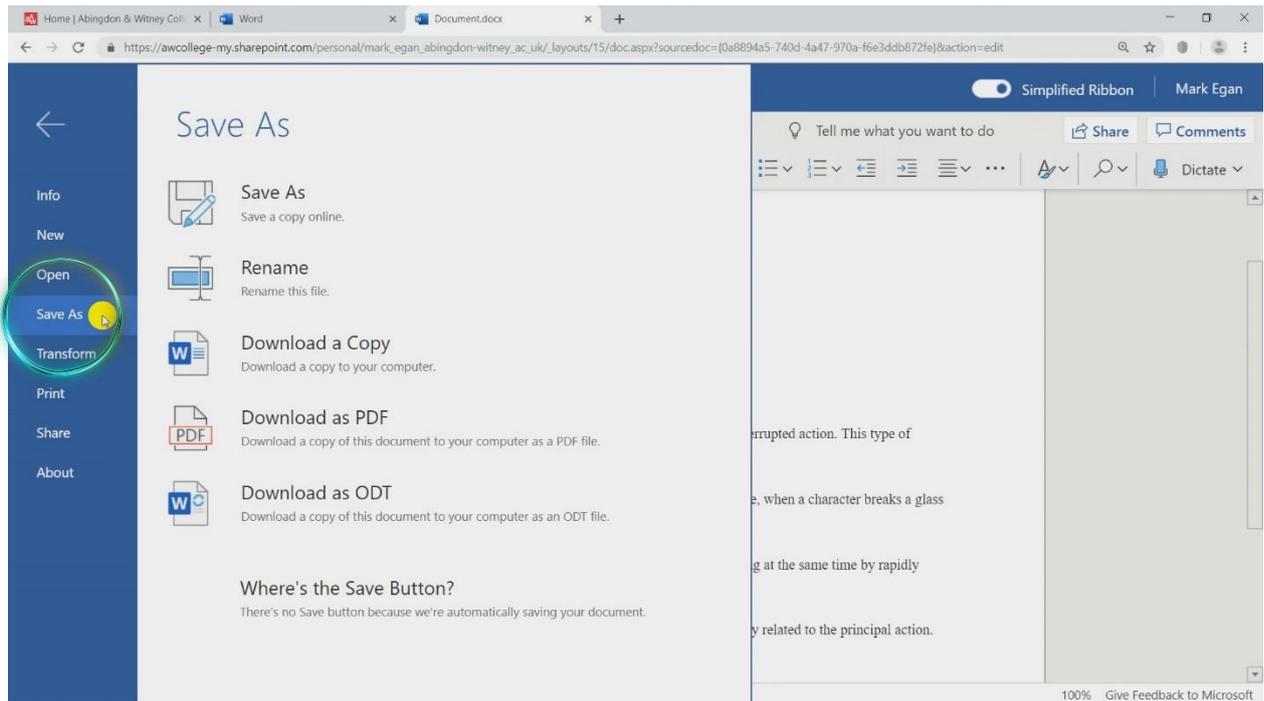
Tap to create a 'New Blank Document':



Word opens. Create the document by adding text and images as needed. Note that a limitation of the browser version is you cannot drag and drop images into the document - You need to go to 'insert, image':

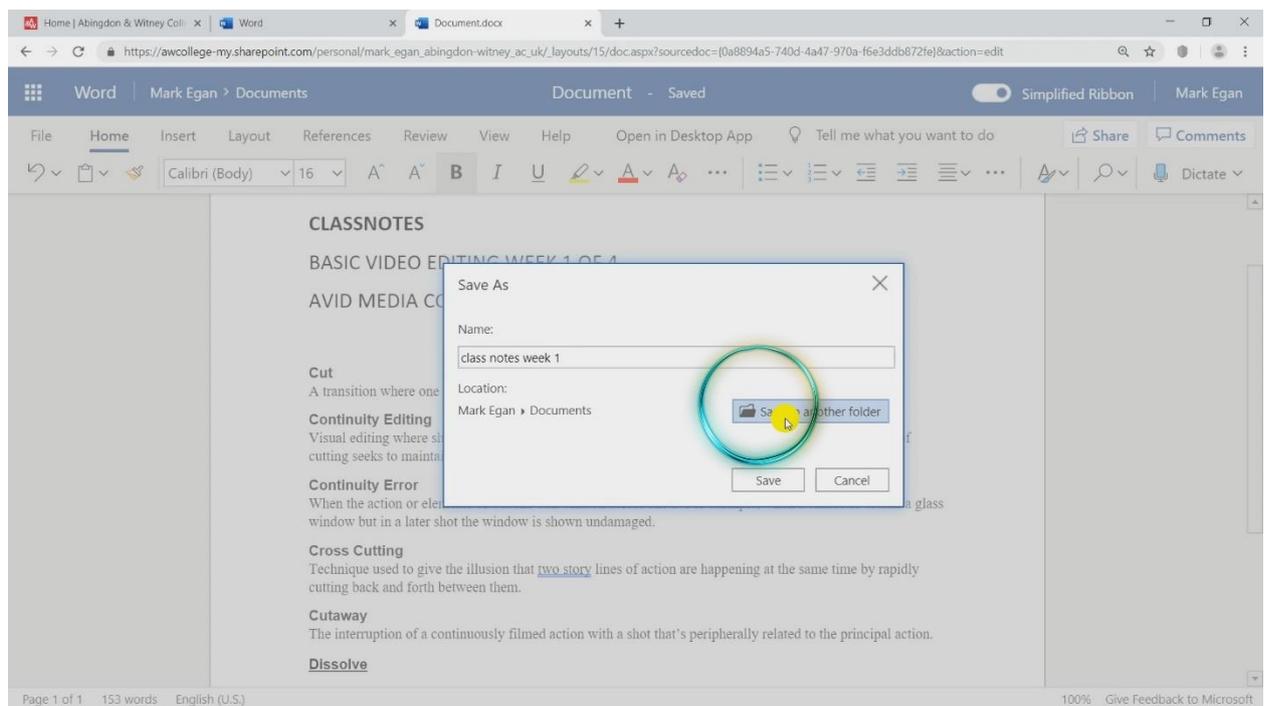


To save the file tap 'File', 'Save as...'

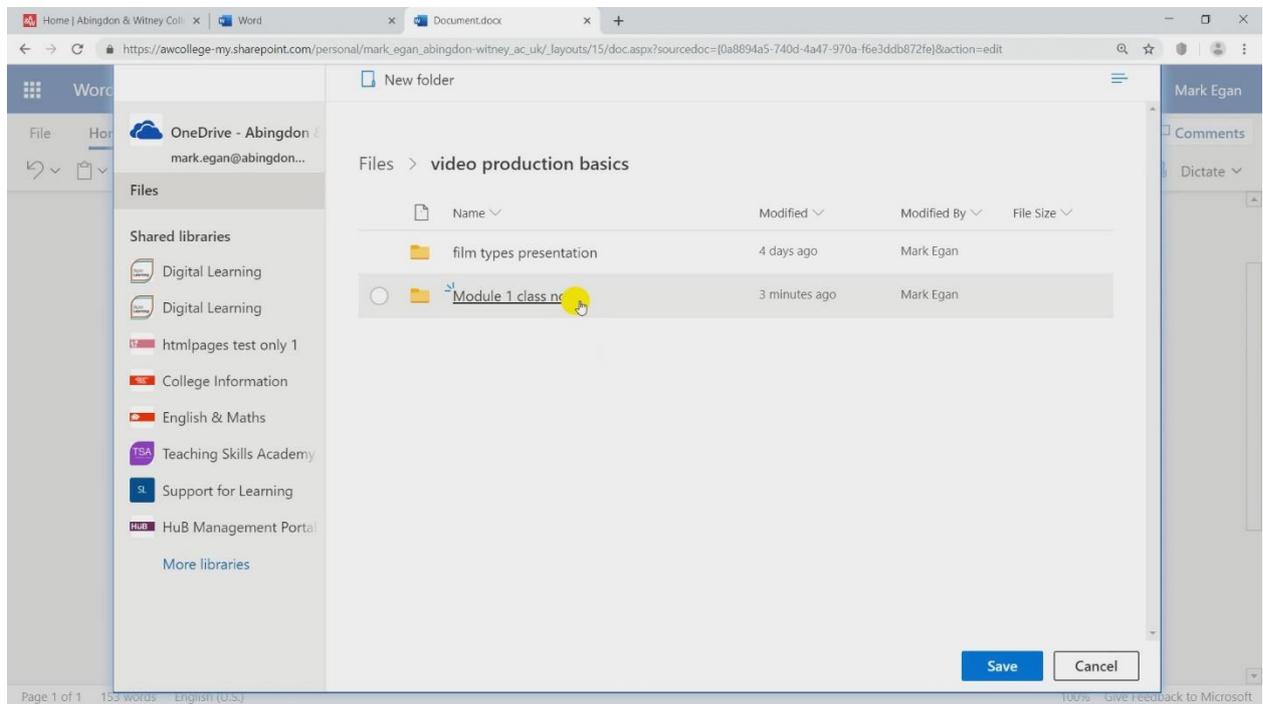
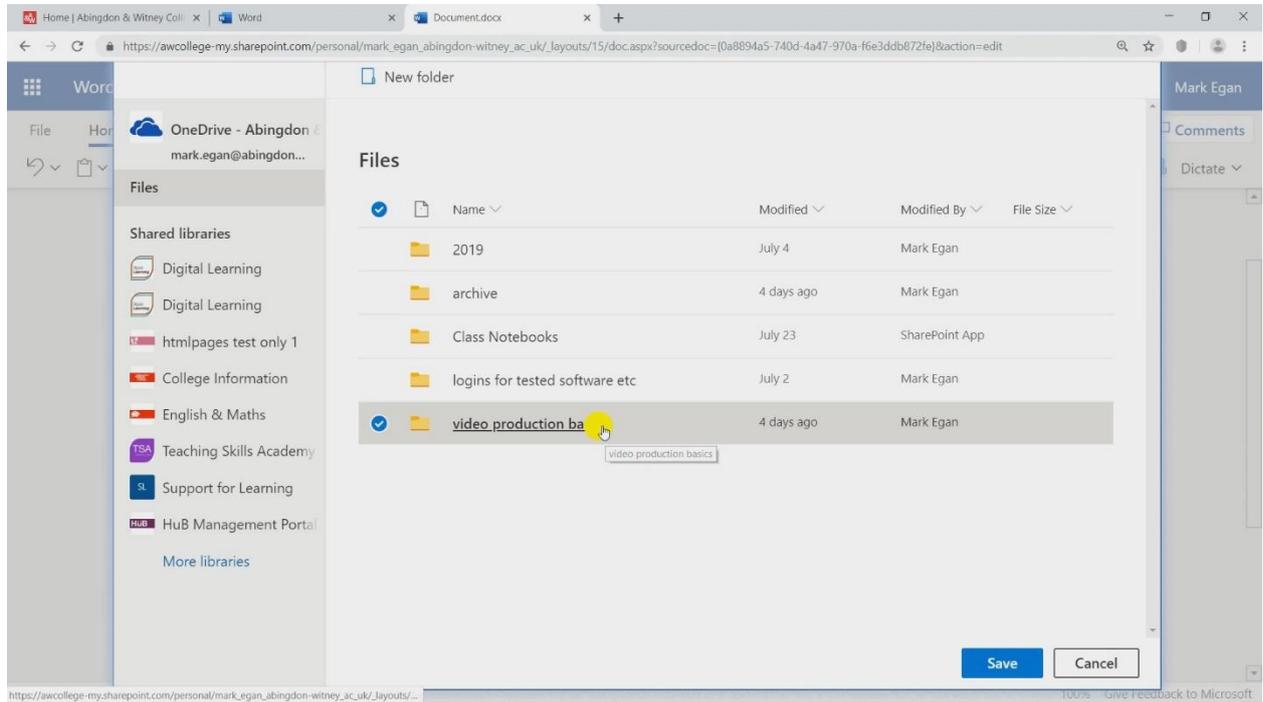


Enter a filename. Always use a descriptive name so you can search for and find the file later if you lose it.

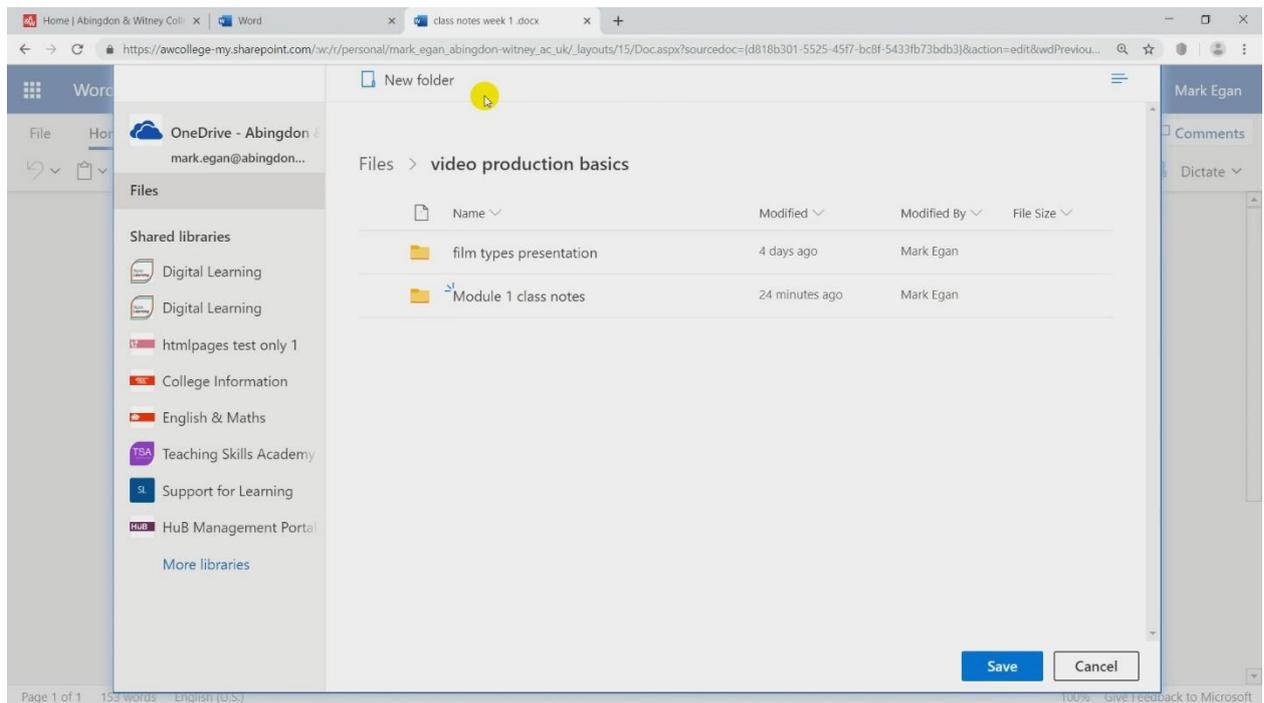
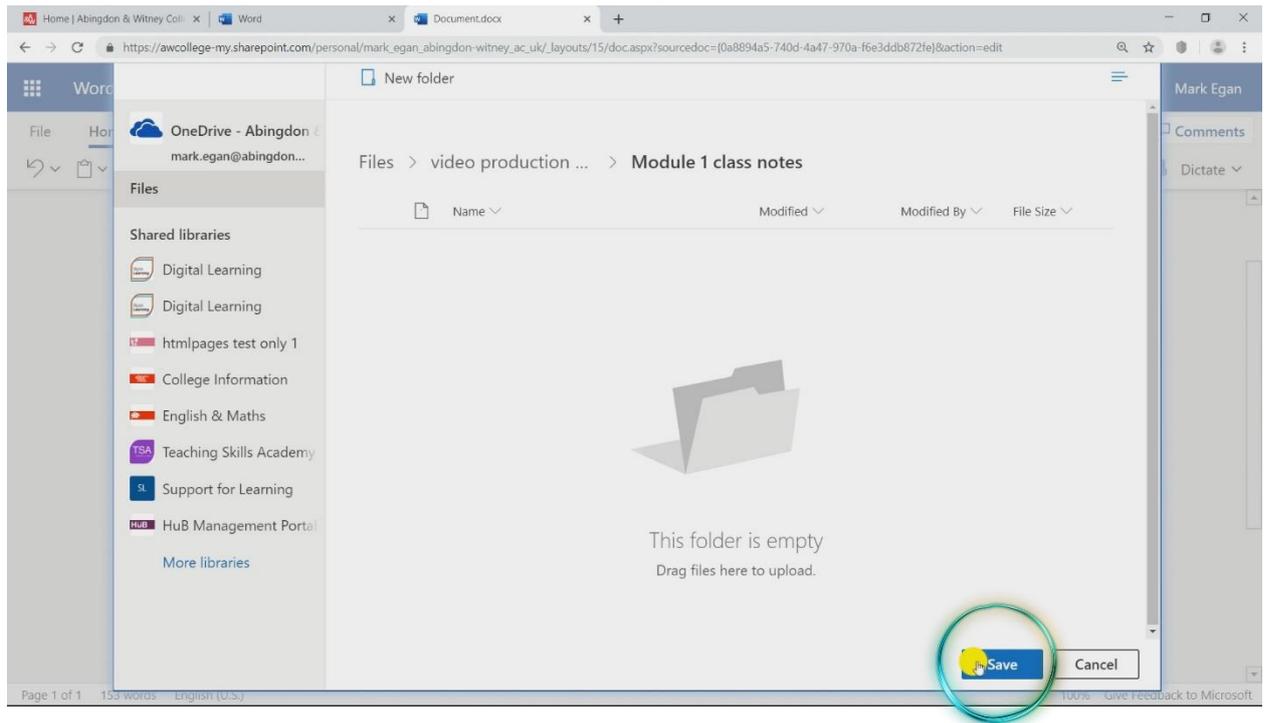
If you have already created specific folders for your files, tap the 'Save to another folder' button:



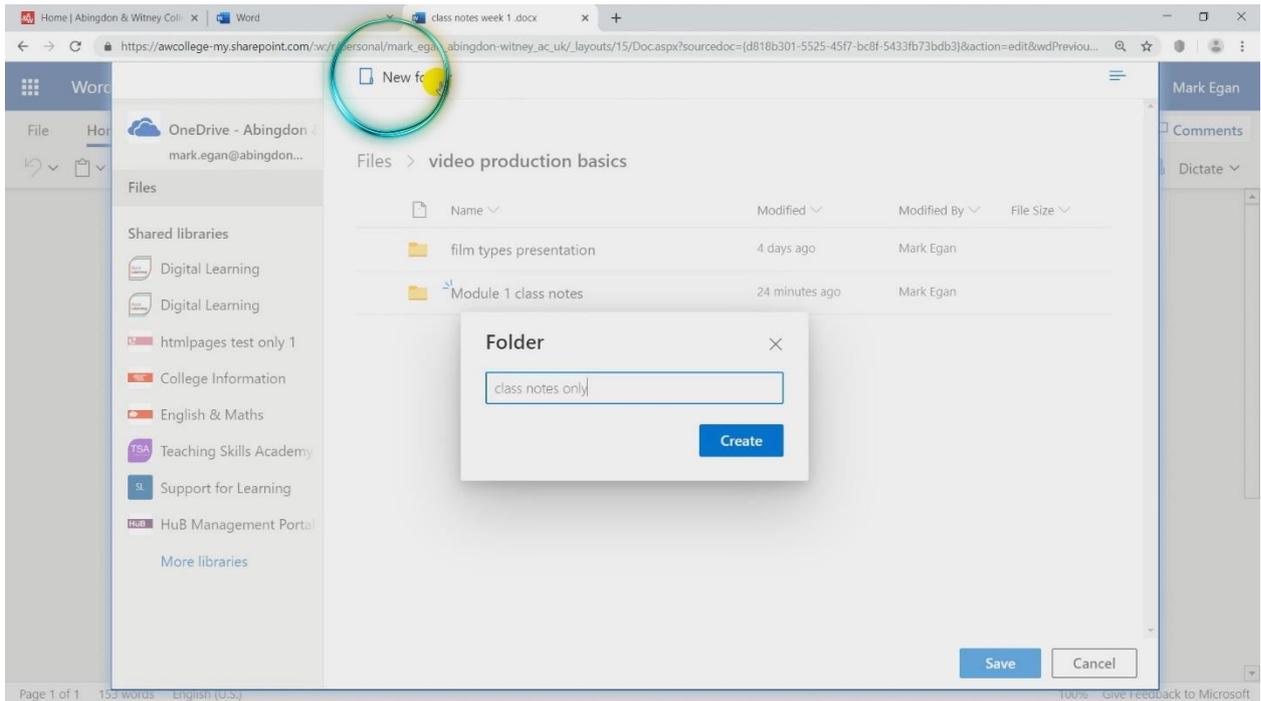
Navigate to your OneDrive folder where you'd like to save the file. Here it is the 'Module 1 class notes' folder:



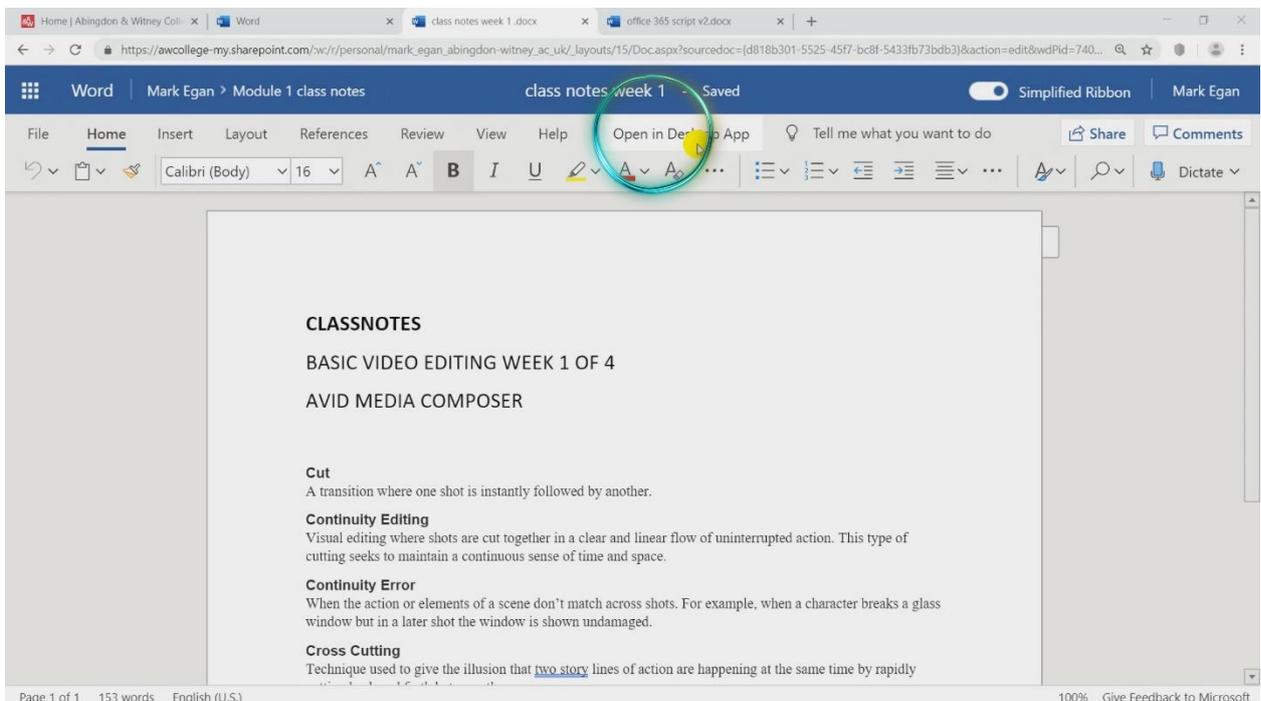
Once you've located the correct folder, tap 'Save':



To create a new folder in your OneDrive tap 'New Folder':

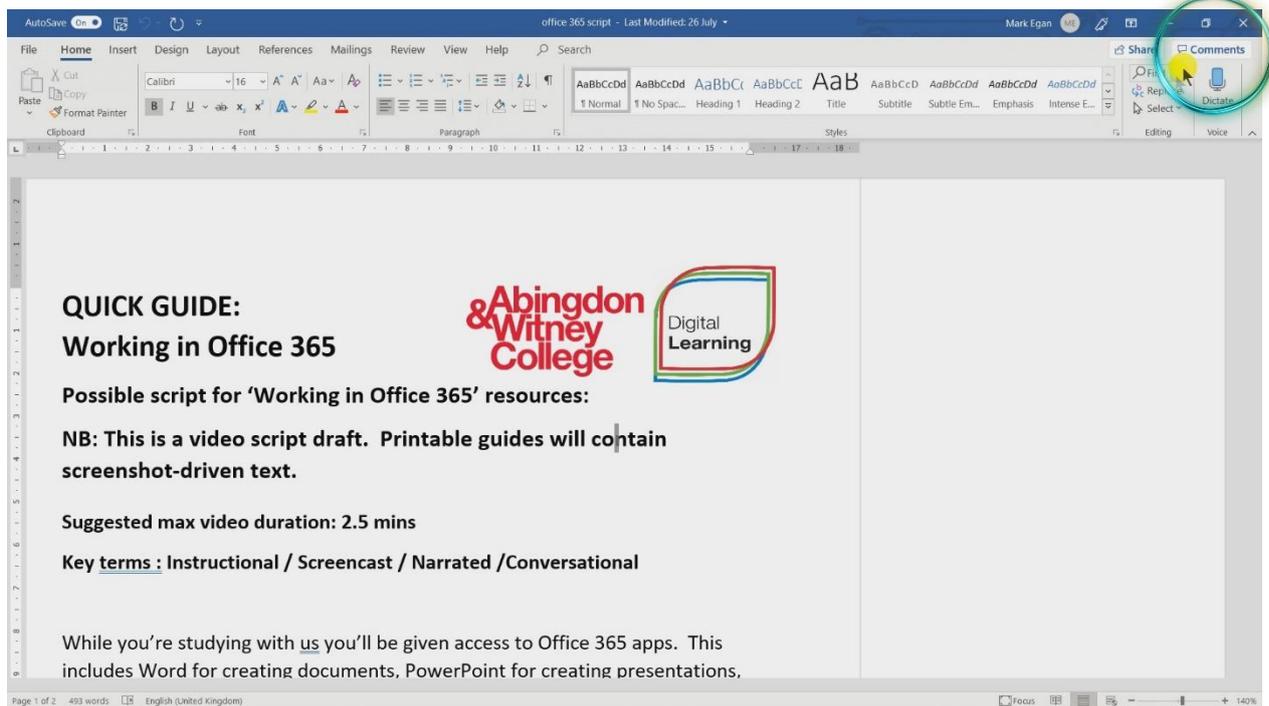


Some apps have full desktop versions (E.g. Teams, Word and PowerPoint). If you're using a laptop or desktop computer with the full apps installed, tap the 'Open in Desktop App' button:

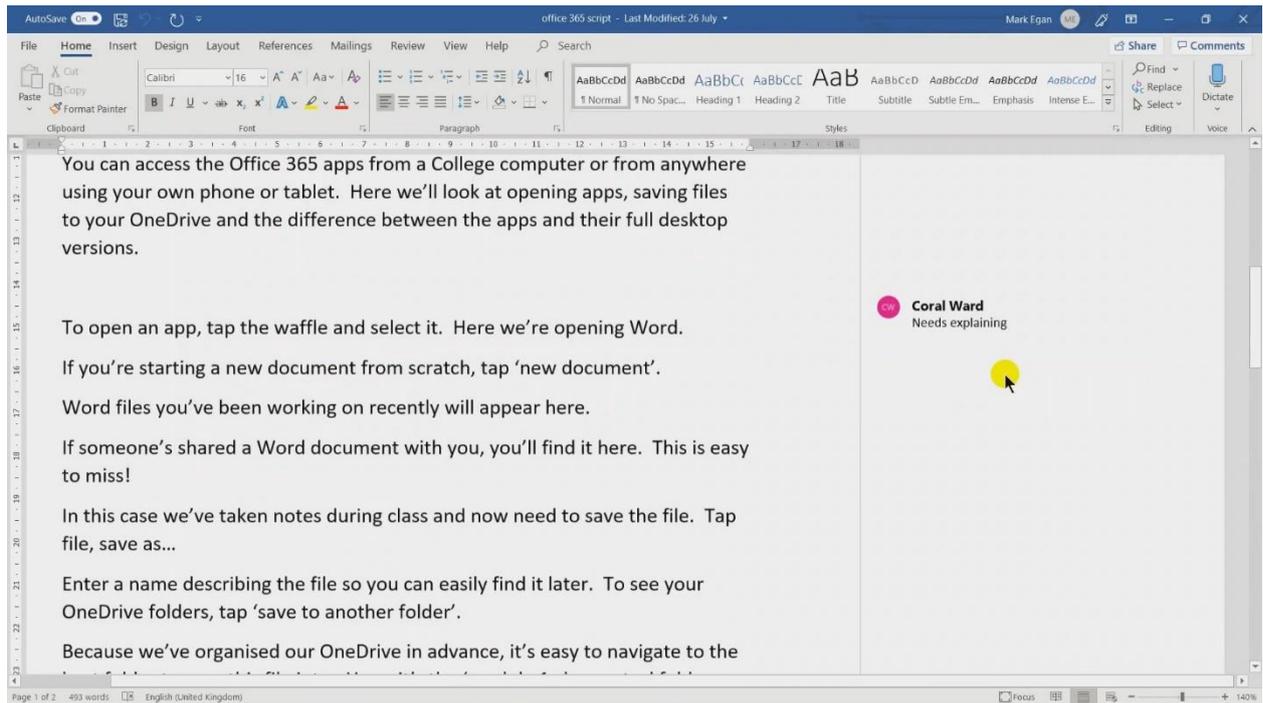


Full apps can be useful for creating more complex files, for example when you are working with a complex layout of text and images. Also, if you are sent a file and it doesn't display properly in the browser app, opening it in the desktop version will usually resolve the issue.

Some tutors use the COMMENTS system built into Office to provide you with feedback / marking. In this case, to see their comments, tap the COMMENTS button at the top right of the window:

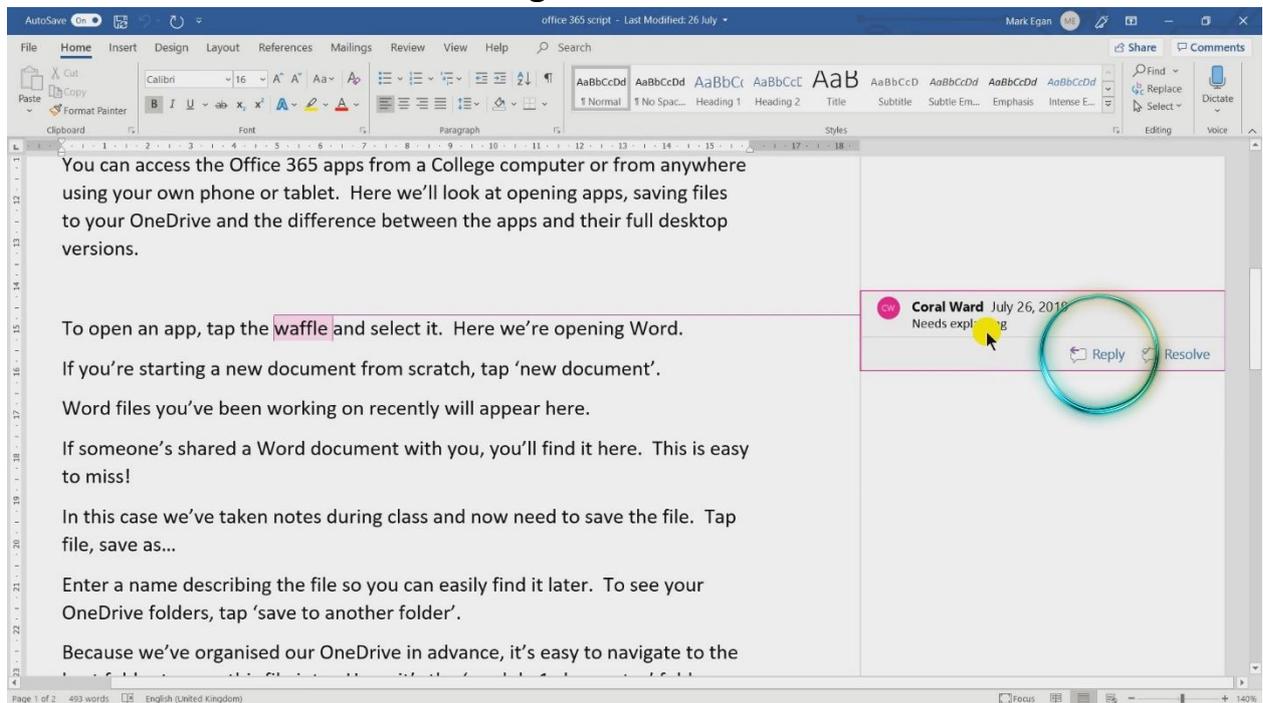


Scroll down to see their comments:



This screenshot shows the Microsoft Word interface. The document text reads: "You can access the Office 365 apps from a College computer or from anywhere using your own phone or tablet. Here we'll look at opening apps, saving files to your OneDrive and the difference between the apps and their full desktop versions. To open an app, tap the waffle and select it. Here we're opening Word. If you're starting a new document from scratch, tap 'new document'. Word files you've been working on recently will appear here. If someone's shared a Word document with you, you'll find it here. This is easy to miss! In this case we've taken notes during class and now need to save the file. Tap file, save as... Enter a name describing the file so you can easily find it later. To see your OneDrive folders, tap 'save to another folder'. Because we've organised our OneDrive in advance, it's easy to navigate to the". A comment from Coral Ward is visible on the right side, stating "Needs explaining". A yellow circle highlights the comment icon.

You can REPLY to comments or tag them as resolved:



This screenshot shows the same Microsoft Word document as above. The text is identical. The comment from Coral Ward is now expanded to show a "Reply" button and a "Resolve" button. A green circle highlights the "Reply" button. A red box highlights the comment text and the buttons. A red line connects the word "waffle" in the text to the comment.

See our separate guides to learn about the Teams app and to manage your files in OneDrive.

If you need help with the content in this guide, in the first instance please speak with your tutor. If you have a general question you can email the Digital Learning Team: digital.learning@abingdon-witney.ac.uk

