Using Microsoft Word Online

1. Create account

- a. Access http://signup.live.com/signup to begin the process
- b. Any email account may be used for the User name

Microsoft

Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in.

First name	Last name
User name	
someone@example.com	
Get a new email address	
Password	
8-character minimum; case sensitive	
Reenter password	
Country/region	
United States	•

2. **Login**

- a. Access https://www.office.com
- b. Alternate site: <u>http://onedrive.live.com</u>

3. Click Sign in at opening screen



4. Sign in

- a. Various login screens may appear at any one time
- b. Do not check Keep me signed in if using at school or public place





1 Office

Sign in with your work or school account

Password	
Email or phone	



Can't access your account?

Don't have an account assigned by your work or school? Sign in with a Microsoft account



Microsoft account What's this?
Email or phone
Password

🗌 Keep me signed in



Can't access your account? Sign in with a single-use code

5. Office Online

- a. Your name appears at upper-right corner
- b. All Office Online icons appear on screen



6. Word Online

a. Click on **Word** icon to access Word Online



- b. **OneDrive** is the online cloud drive where documents are stored on Microsoft servers. Documents generally are not stored on the local computer hard drive by default, but can be later saved to a computer hard drive.
- c. Click on any file listed in **Recent** to open a previous document in Word Online.
- d. Click on New blank document to open a new document in Word Online.
- e. Other documents showing in <u>New in OneDrive</u> are templates.

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Recent	New in 💪 OneDrive
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Larry Nelson's OneDrive > Documents	nandig og hav reft e This dør konstant at Maar
	New blank document General notes

7. Ribbon Toolbar

- a. Click on **Document 1** at top to rename the file before typing.
- b. Documents are automatically saved as text is entered.

	Word	Online	OneDrive ► [Documents		Documen	t 1				🎝 Sh	are	Jimmie	Jones	Sign out
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			Be do	fore typir	ng a docum	ent, click on Docume	nt 1 :	at the top	and renan	ne the					

8. File menu – lists files previously opened and saved



9. Home menu – shows editing tools for creating a Word document

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5 ?	Cut Paste → Cut ← Copy ← Format Painter	Calibri (Body) \cdot 14 \cdot A ${\bullet}$ A B I \underline{U} also \mathbf{x}_2 \mathbf{x}^2 ${\bullet}$ \underline{A}^* ${\bullet}$	E * E * E * ¶ ¶ AaBbC	c AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc No Spacing Heading 1 Heading 2 Heading 3
Undo	Clipboard	Font	Paragraph	Styles

10. **Insert menu** – insert various objects into a document such as pictures and links

	Wo	rd Online	OneD	rive 🕨 Docu	ments			Documer	nt 1		🚑 Share
FILE	HOM	IE INSERT	PAGE LA	YOUT RE	VIEW VI	EW Tell	me what y	rou want to do 🛛 🌻	OPEN	IN WORD	
Page Break Pages	Table	Picture Online Pictures	Links	Comments	Header & Footer I Header 8	# Page Numbers →	AB ¹ Insert Footnote	Insert Endnote AB Show Footnotes Show Endnotes Footnotes	Ω Symbol		

11. **Page Layout menu** – use preset or custom margins plus page orientation

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	Normal Top: 1", Bottom: 1", Left:	1", Right: 1"	ragraph		
	Narrow Top: 0.5", Bottom: 0.5", L Right: 0.5"	.eft: 0.5",			
	Moderate Top: 1", Bottom: 1", Left: 0.75"	0.75", Right:	Before typing a document, click on Document 1 at the top and rename the document		
	Wide Top: 1", Bottom: 1", Left:	2", Right: 2"	Securior		
	Office 2003 Default Top: 1", Bottom: 1", Left: 1.25"	1.25", Right:			
*	Custom Margins Define custom margins				

12. **Review menu** – contains **Spell Check** and allows for comments to be entered

	Word	l Online	OneDrive 🕨 🛛	Oocuments		Docu	ment 1	🤽 Share
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Spelling •	Smart Lookup	New Del Comment	ete Previous Nex	t Show Comment	s			
Spelling	Insights		Comments					

13. View menu – contains header and footer options plus zoom



a. When **Reading view** is selected, Word toolbars for editing no longer appear:

===	Word Online				
OneDr	ive 🕨 Documents	Document 1	🖌 Edit Document 🔻	🖨 Print	Share
		Before typing a document, click on Document 1 at the top and re document.	name the		

b. To continue editing the document, use the pull-down menu for **Edit Document** and select **Edit in Word Online**:

	Word Online					
OneDr	ve > Documents	Document 1	/ E	dit Document *	🔒 Print	Share
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c. Ribbon toolbar reappears for editing

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Undo	Clipboard	Font	Paragraph Styles	

14. Print Document – Select File – Print

a. Click **Print this document**



b. Word Online converts document to a PDF format before printing

	Word Online	OneDrive + Documents	Document 1	🖧 Share
FILE	HOME INSERT	PAGE LAYOUT REVIEW VIEW	Tell me what you want to do 🛛 🍷 🔹 OPEN IN WORD	
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Undo	Clipboard	Font	Paragraph	Styles
		Before typing a document.	Microsoft Word Online X Use PDF is ready. Click here to view the PDF of your document. Close	ame the

c. Print menu appears before actually printing – click Print to print the document

Print	2
Printer: HP LaserJet Professional CP1520 Series PCL - Properties Adv	vanced Help 🔿
Copies: 1 Print in gravscale (b	black and white)
Save ink/toner	D
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Page Sizing & Handling (1)	8.5 x 11 Inches
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◎ Fit	
 Actual size 	
Shrink oversized pages	
Custom Scale: 100 %	
Choose paper source by PDF page size	
Orientation:	
Auto portrait/landscape	
O Portrait	
Landscape	
	Page 1 of 1
Page Setup	Print Cancel