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

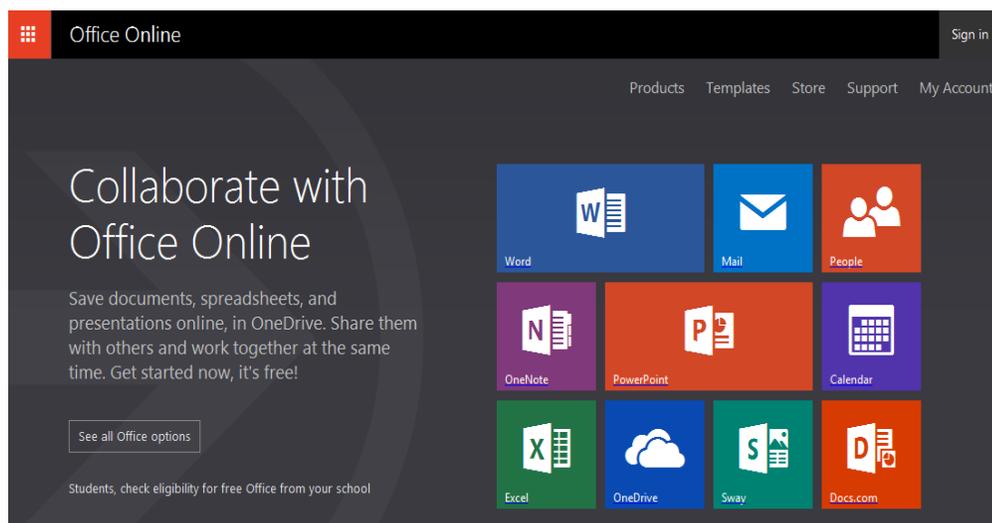   **Microsoft**

   ## 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: http://onedrive.live.com

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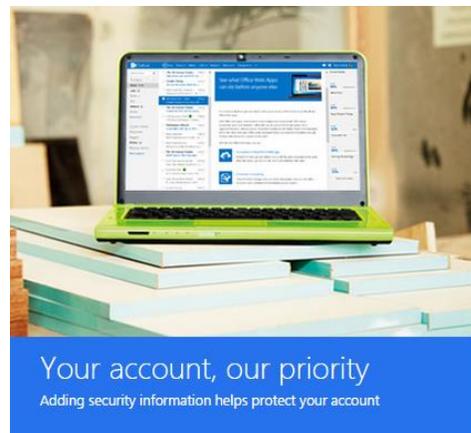
5. **Office Online**
   a. Your name appears at upper-right corner
   b. All Office Online icons appear on screen

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 New in OneDrive are templates.
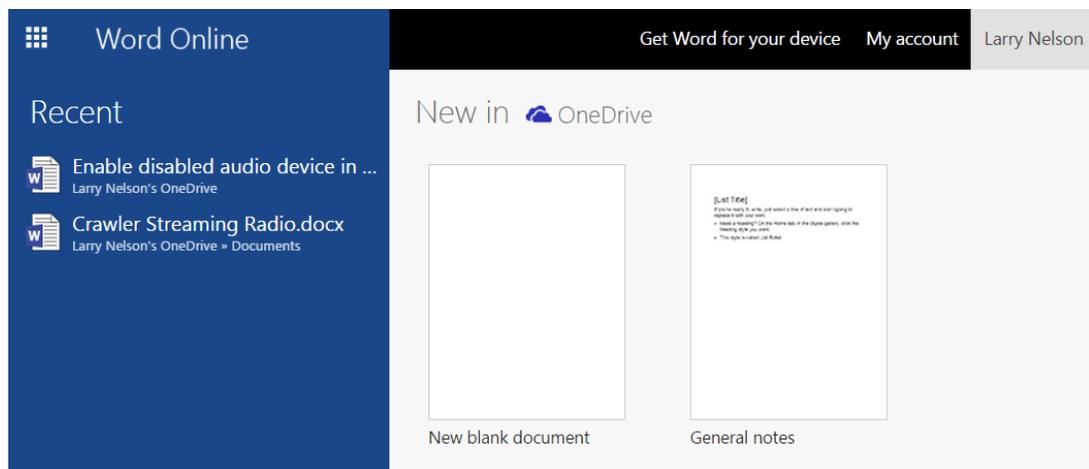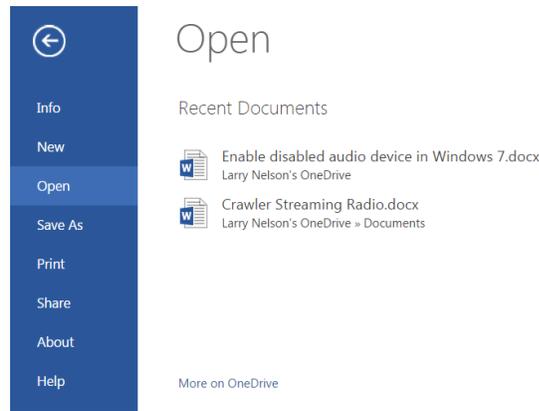

7. **Ribbon Toolbar**

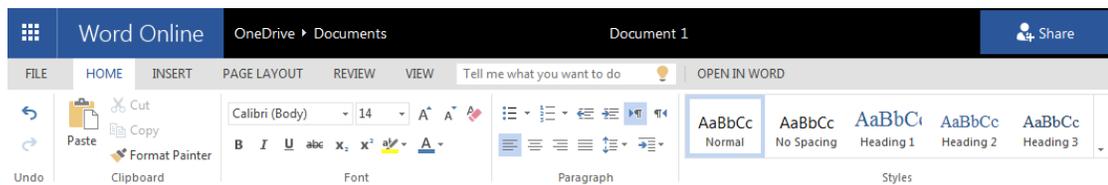   a. Click on **Document 1** at top to rename the file before typing.

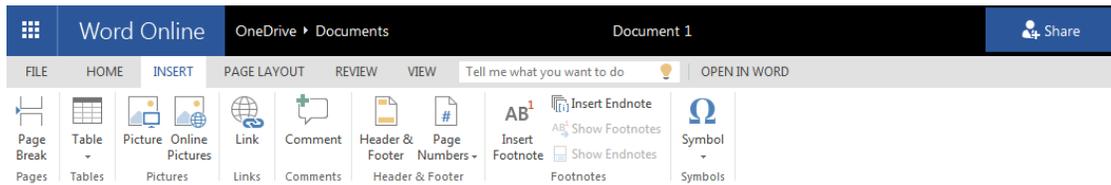   b. Documents are automatically saved as text is entered.
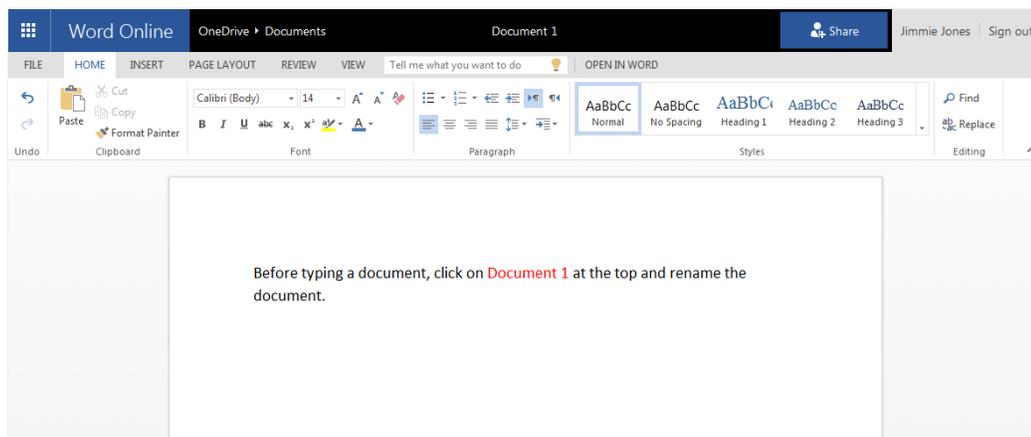
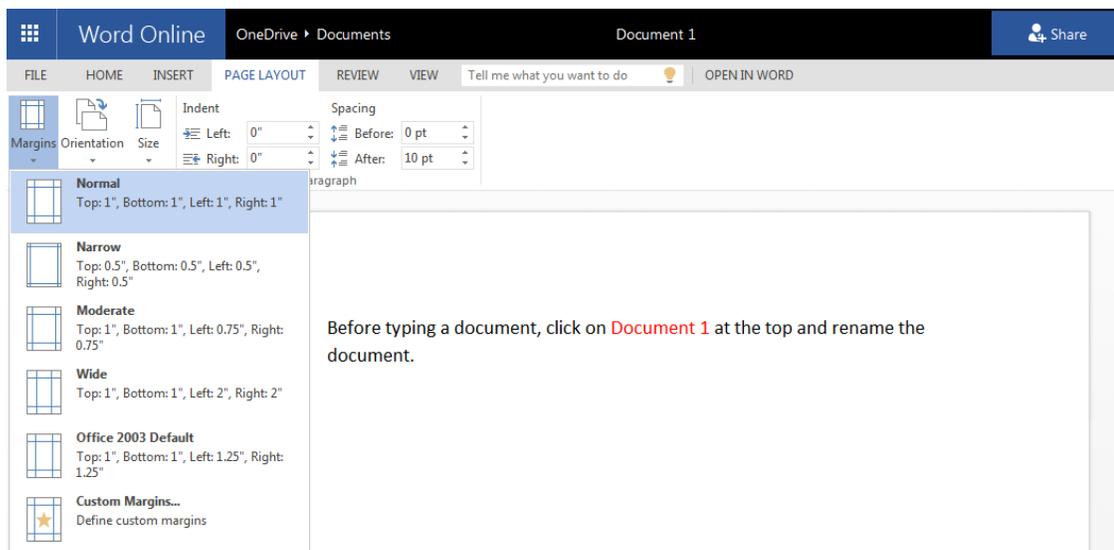8. **File menu** – lists files previously opened and saved

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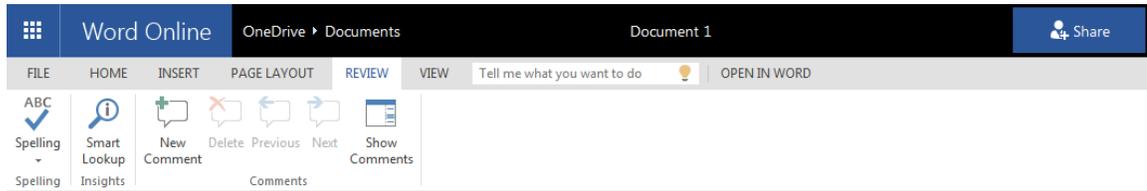

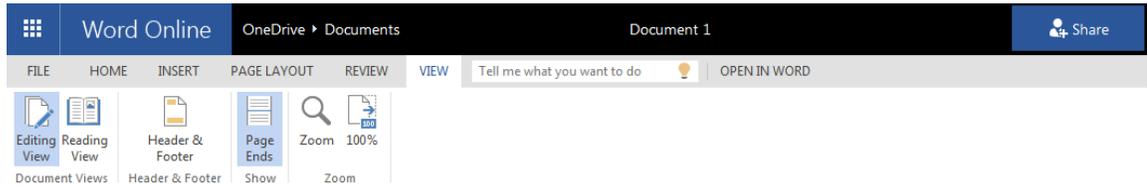10. **Insert menu** – insert various objects into a document such as pictures and links

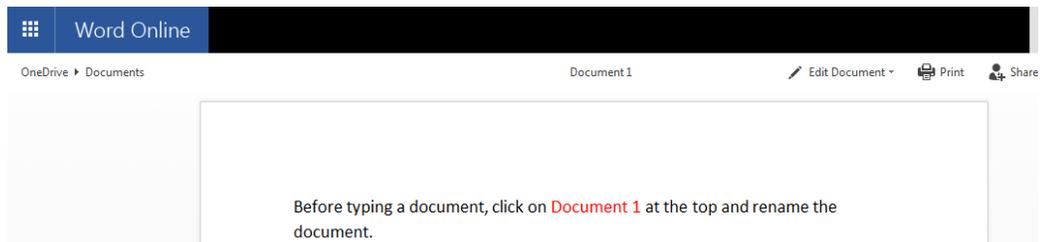11. **Page Layout menu** – use preset or custom margins plus page orientation

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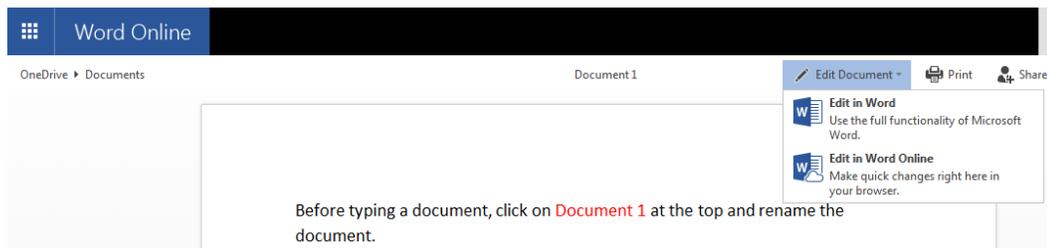

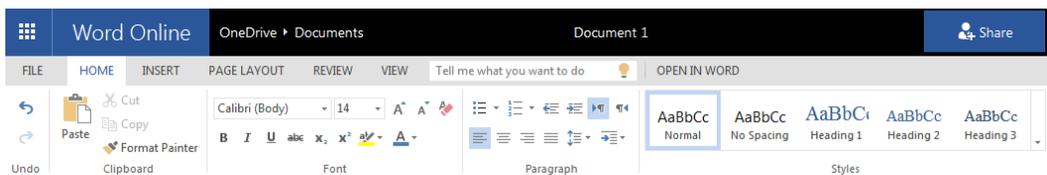13. **View menu** – contains header and footer options plus zoom

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

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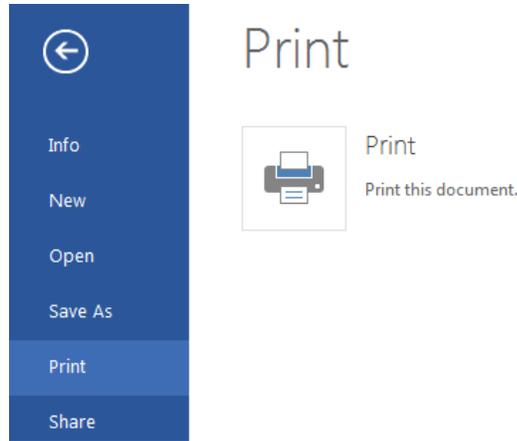

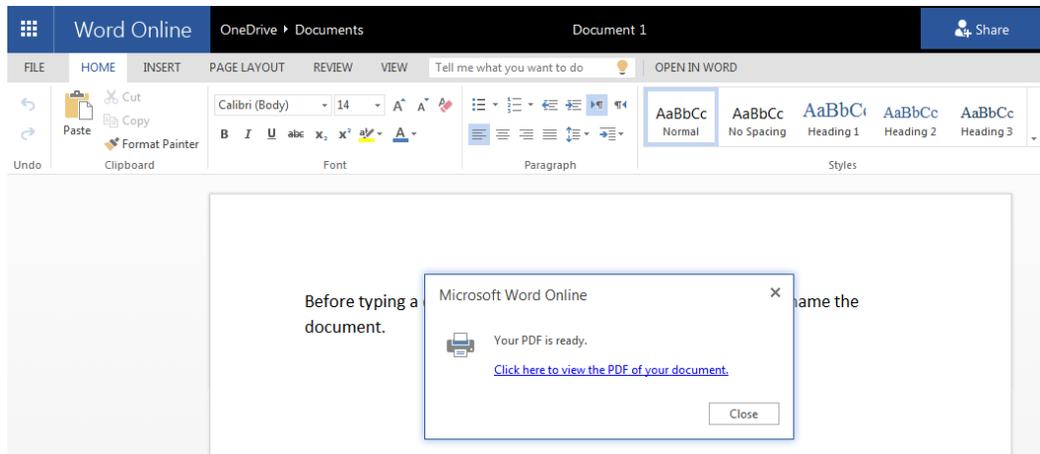c. Ribbon toolbar reappears for editing

14. **Print Document** – Select **File – Print**

   a. Click **Print this document**

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

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