



Easy Guide to Office 365



By

Merna Throne

SwaltyComputerChick.com

***Thank you for respecting my work and **not** sharing it with others.*

***Invite them** to take their own class and have the option to email me a couple of questions if needed!*



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Introduction to Microsoft Office 365



I hear the question quite often of *why Office started a paid yearly service* with **Office 365** and got rid of CD's. One reason is when using 365 you will always be using the updated version of each program in **Office 365** *continuously*. Every time they add a feature, change one, or fix an issue they do this in real time. If you simply want these programs you can still buy copies of Office 2016 with a CD, but last I knew you won't be able to update them. You will simply continue to use the 2016 version. Depending on what you use it for this may be enough as well. I always check eBay and Amazon.

Another great feature that comes with Office 365 is you receive 1 TB of cloud storage with **OneDrive** (comes with it). 1 TB (Terabyte) = 1,000 GB. For example, it would take 62.5 16GB Thumb drives to equal 1TB of storage. Now that is probably more than you will ever need.

Office 365 has the basic programs to utilize based on your needs. We are going through the main ones as I visually show you how each works and its unlimited creativity you have at your fingertips.

*Sooo, let's dive right in and get to know **Office 365**...*



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Microsoft Word



Time: 3:25

Microsoft Word is a word processing program that comes with so many incredible tools to create countless projects for work or home.

- Font Style, Size and Color
- Header and Footer
- Insert Images
- Add tables and bulleted lists
- Set a page layout
- Add **Word Art**
- & so much more....

Word documents are an easy way to simply create a professional quality document. In addition, the hundreds or thousands of templates you can find for almost any task or need. **Office** has a plethora of templates to choose from as well as online you can find countless ones made by users that share them with others.

When it comes to using the templates, you can do anything for work or home. For example, templates include business tools, cards, calendars, resumes & more. Each template is pre-set for you to simply add your information.

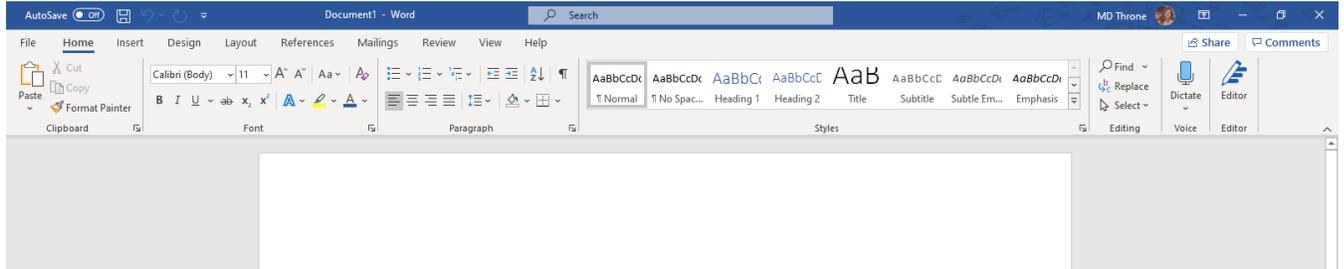


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Word Toolbar



- **Home**

This has options like font color, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the *Home* option.

- **Insert**

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the *Insert* category.

- **Design**

The template or the design in which you want your document to be created can be selected under the *Design* tab. Choosing an appropriate tab will enhance the appearance of your document.

- **Page Layout**



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Under the *Page Layout* tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

- **References**

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

- **Review**

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on [MS Word](#).

Apart from all the above-mentioned features, the page can be set in different views and layouts which can be added and optimized using the View tab on the **Word** document. Margins and scales are also available for the benefit of the users.

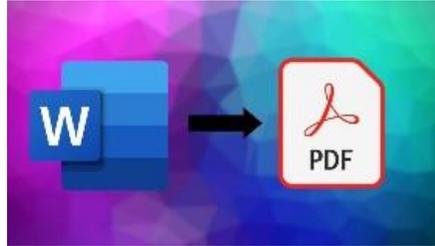
** When you want to try out a new feature in [Word](#), click on *Help* in the Toolbar and search it out by using it as your keyword.



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Did you know you can easily convert your **Word** document into a **PDF**? I will show you how. No need to search out free converters online.



*Ok, let's take a spin in **Microsoft Word**....*



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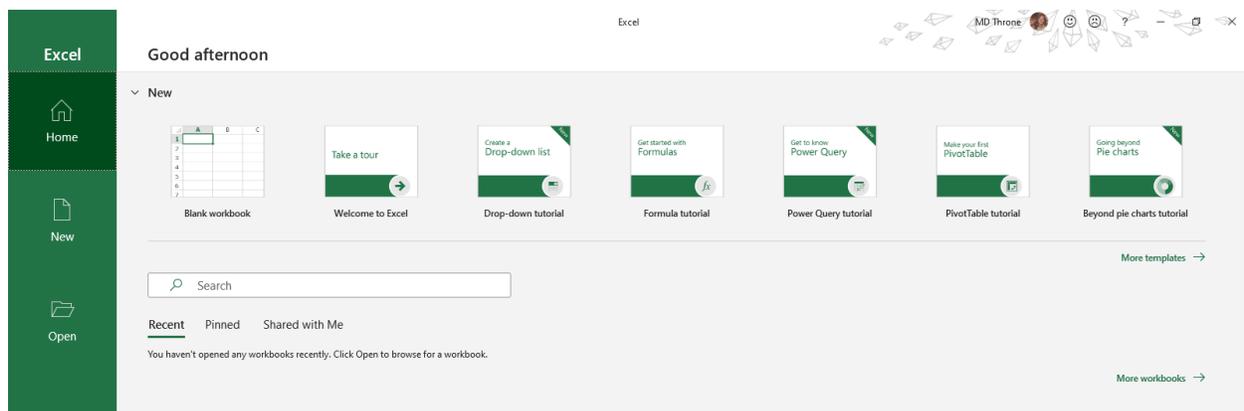
Microsoft Excel



Time: 19:12

Microsoft Excel is a spreadsheet program with countless options for home or work. Just like **Word**, it has numerous templates to help you at work or home.

Take a Tour video is in the **Excel** program. Simply open a blank file and click on **New** and you will see all templates and workbook options. In addition, many tutorial videos with a specific topic in mind to watch. **Office 365** has each of its programs really set up to guide you seamlessly through creating what you wish.



Now, for a beginner with **Excel**, we are going to focus on the basics and templates. Trust me, as you continue using templates, etc. you will learn even more



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in that process about **Excel**. I have created spreadsheets of my own for business. However, I should add if there is a template for it, *why* go to the time-consuming process of learning **How** to make it and focus on using it to simply life or business.



Excel Basics

If you are just starting out with **Excel**, there are a few basic commands that we suggest you become familiar with.

For Example:

- Creating a new spreadsheet from the beginning
- Executing basic computations in a spreadsheet, like adding, subtracting, multiplying, and dividing in a spreadsheet
- Writing and formatting column text and titles.
- Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets. Below, we'll get into how to add things like multiple columns and rows.
- Keeping column and row titles visible as you scroll past them in a spreadsheet, so that you know what data you're filling as you move further down the document.



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There are two quick steps to freezing or locking rows.

1. Select the row right below the row or rows you want to **freeze**. If you want to **freeze columns**, select the cell immediately to the right of the **column** you want to **freeze**. ...
2. Go to the View tab.
3. Select the **Freeze Panes** command and choose "**Freeze Panes**."



*Let's check out **Excel**....*



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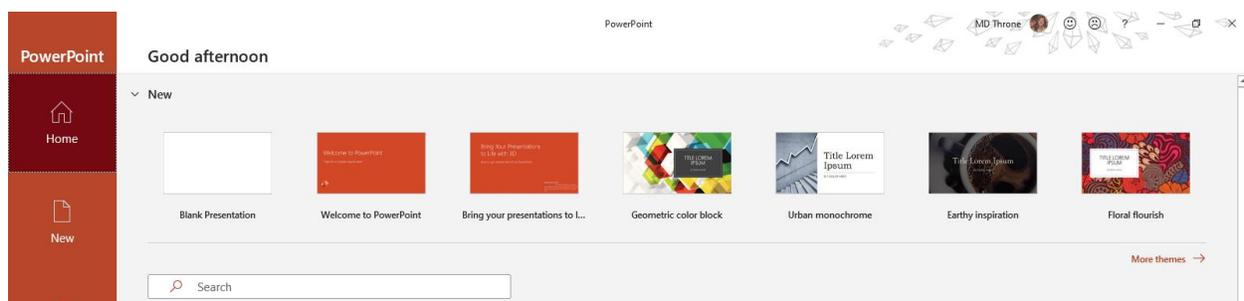
Microsoft PowerPoint



Time: 35:00

Microsoft PowerPoint is a presentation program and again, with countless possibilities with your creative juices. I love, love **PowerPoint** and need to get back to using more again.

Think of slides as the individual units in your presentation that you can fill with content. To insert a new slide, go to the *Insert* tab on **PowerPoint's** ribbon. Then, click on the New Slide button to add a new slide to your presentation. A new slide will have **basic** placeholders to add your content to in **PowerPoint**.



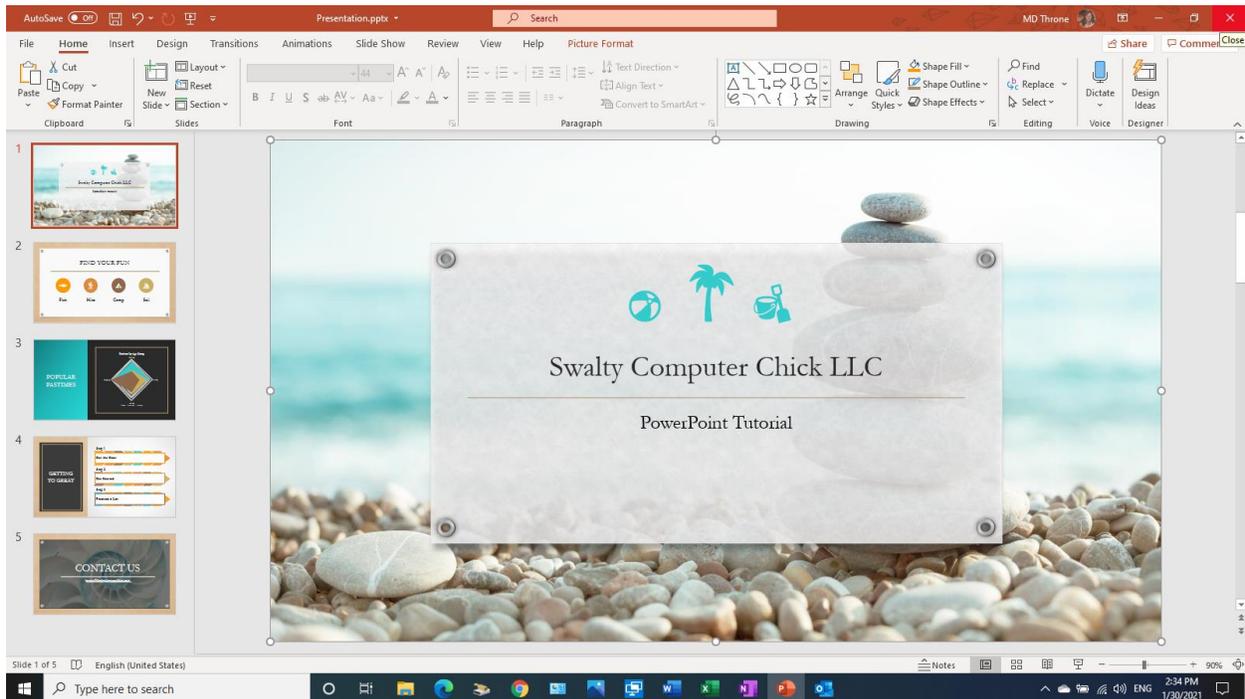
PowerPoint is very similar to the previous programs we just went through with **Word** & **Excel**. You can choose from many themes or create your own.



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Here I chose a Theme and it opened to this... (Yes, I added a couple things) If you click on **Help** at the top, the Help Menu will pop up on the right-hand side to answer any of your questions...With **PowerPoint**, its about having fun when creating too!

*So let's take a stroll around **PowerPoint**!*





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OneNote



Time: 53:15

Microsoft OneNote is a digital notebook. You can type, draw, add photos, dictate, insert videos and so much more! **OneNote** is a digital notebook that automatically saves and syncs your notes as you work. OneNote does not have templates and you will see why here in a few minutes. You create your own unique needs in it. Also, it is automatically saved to your **OneDrive** cloud, so you can pick up where you left off on another device.

- ✚ Type information in your notebook
- ✚ Take handwritten notes or draw your ideas on your tablet or computer or with the mouse.
- ✚ Use highlighting and tags for easy follow-up.
- ✚ Share notebooks to collaborate with others.
- ✚ Access your notebooks from any device. (Microsoft.com)

Home – On **OneNote's** home page you will see your layout to create countless pages.

Insert – Pictures, outside docs, video's



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Draw – You can draw with your finger on your tablet or mouse from your computer. If you have a touch screen laptop, you can draw with your finger on that too.

View – Hides the toolbar for a full screen view

Help – Help section at our fingertips with OneNote



For more information & videos about OneNote, [bookmark this page.](#)



*Let's have some fun with **OneNote!***



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Outlook



Time: 1:05:08

With **Outlook** on your PC, Mac or mobile device, you can:

- Organize your email to focus on the messages that matter most.
- Manage your calendar to schedule meetings and appointments.
- Share files from the cloud so everyone always has the latest version.
- Stay connected and productive wherever you are.

We are going to walk through the **Outlook** program today. I have included two links below for instructions on the Web and the program, depending on which one you decide to set up.

With **Outlook**, there are so many great features to simply work or home emails and schedules its actually pretty cool!



[OutLook on the Web](#)

[OutLook Program](#)



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OneDrive



Time: 1:17:30

I have had my **OneDrive** account since the early 2000s. Remember? It started as *SkyDrive*? I still like this name better, but oh well!

OneDrive is included on all Windows/Microsoft computers. The amount of storage depends on whether you have a paid account (1TB) (you have **Word**, **Excel**, etc) or use the free account (5 GB). If you have a paid account or not, this will tell you how much cloud storage you have. Whether you have 5 GB or 1TB of **OneDrive**, utilize it on your computer.



*Let's look around **OneDrive**!*

Note: if you have a Gmail account you have 15 GB of FREE storage in your Google Drive. If you have more than one Gmail account, you would have 15 GB x how many accounts you maintain. 😊



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Wrap up!

thank you

I want to personally, *Thank You*, for taking my online class - *Easy Guide with Office 365*. I hope you have more clarity when you open your computer now and simply see all the awesome features you have at your fingertips with all the Office programs.

I hope you tell your friends about our OnDemand Classes too! I am building a library of classes to take at your leisure. If you have class ideas, please feel free to email me with your suggestions.

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Sincerely,

A handwritten signature in gold ink that reads "Merna".