Microsoft

Getting to know

Microsoft 365

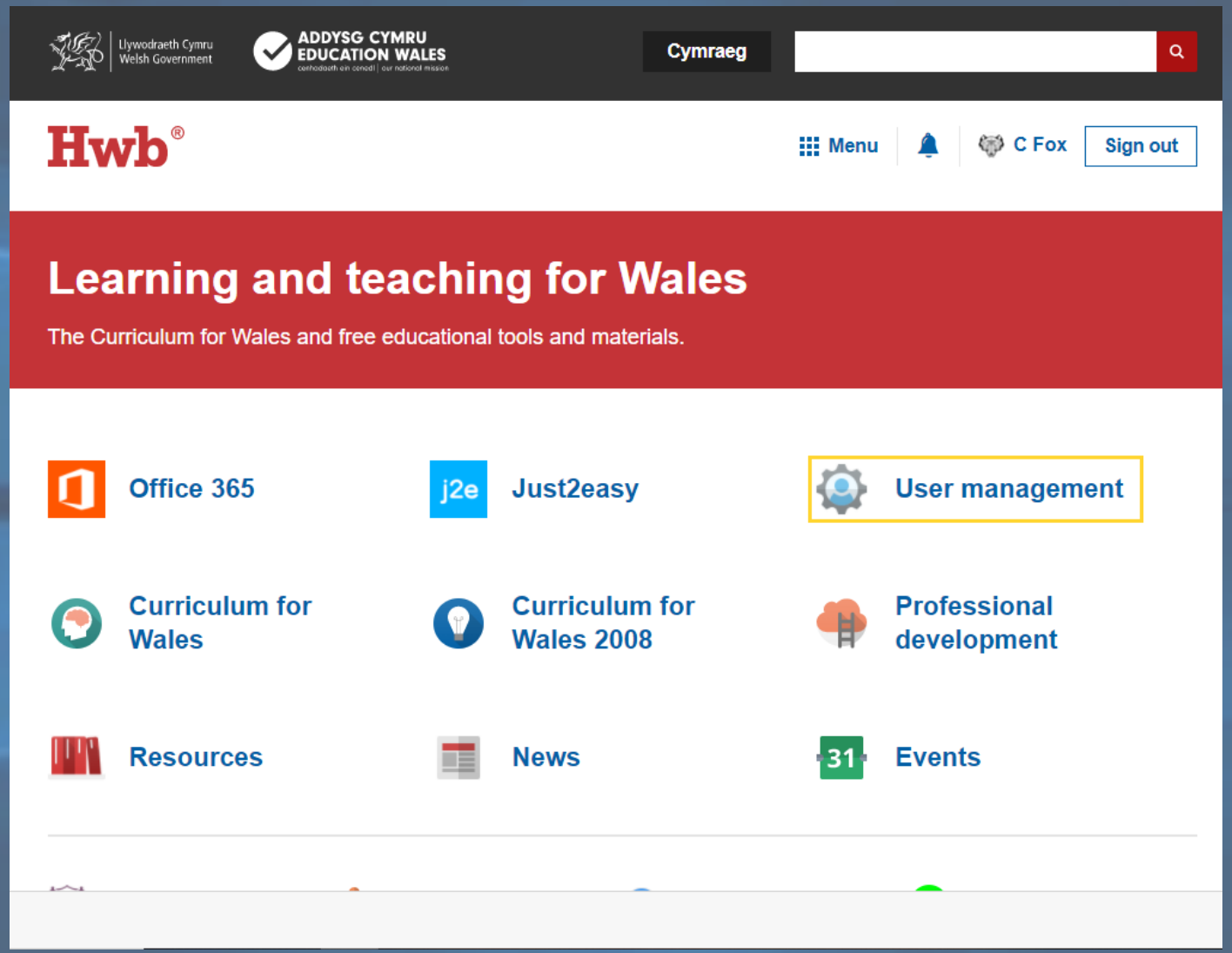


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

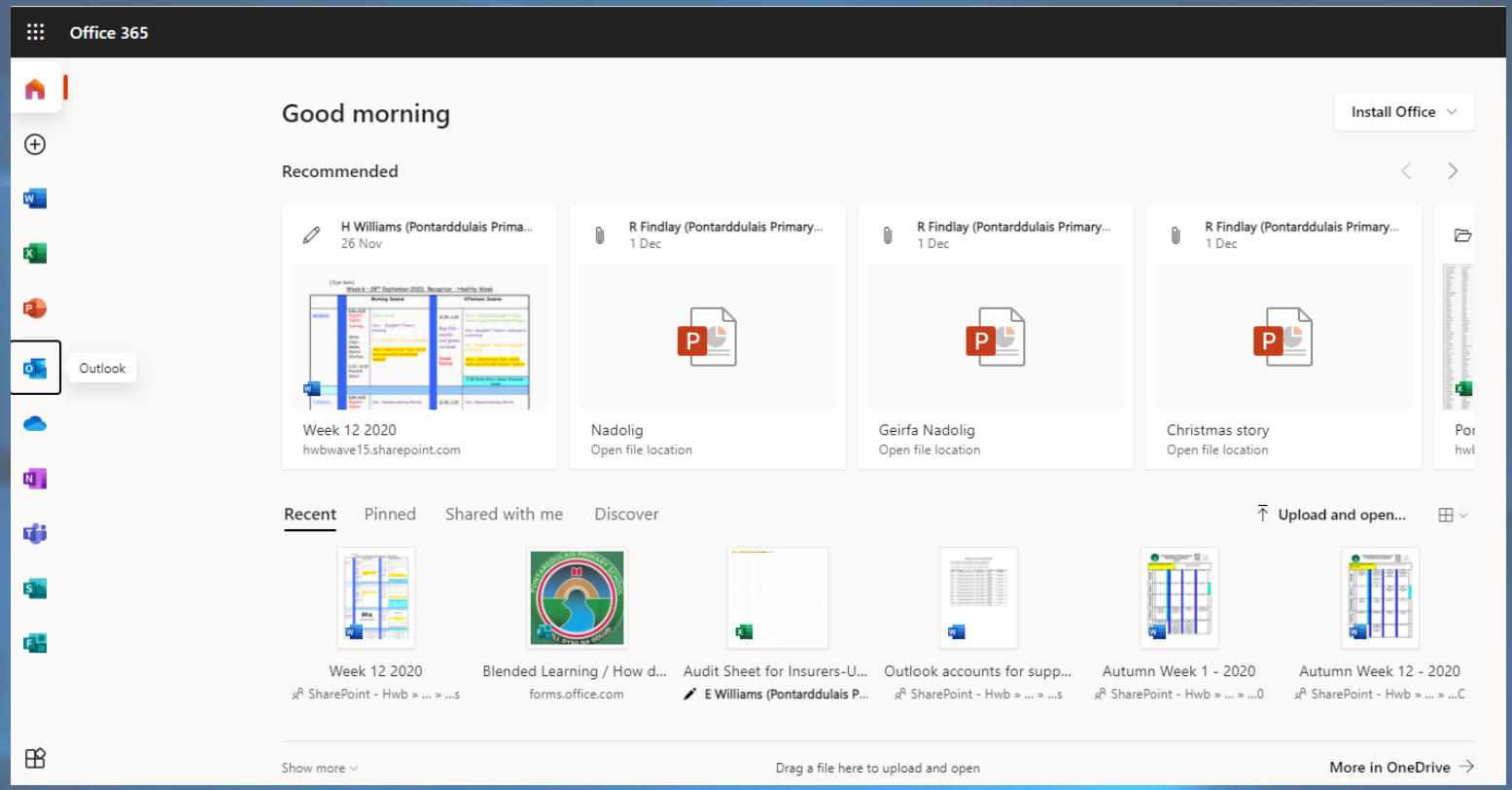
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

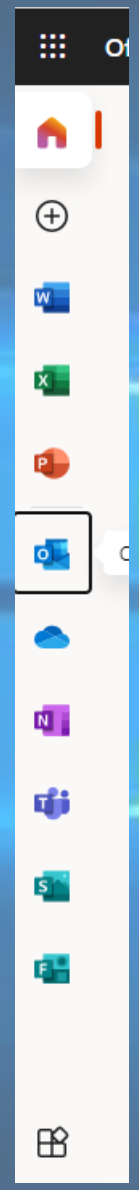
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



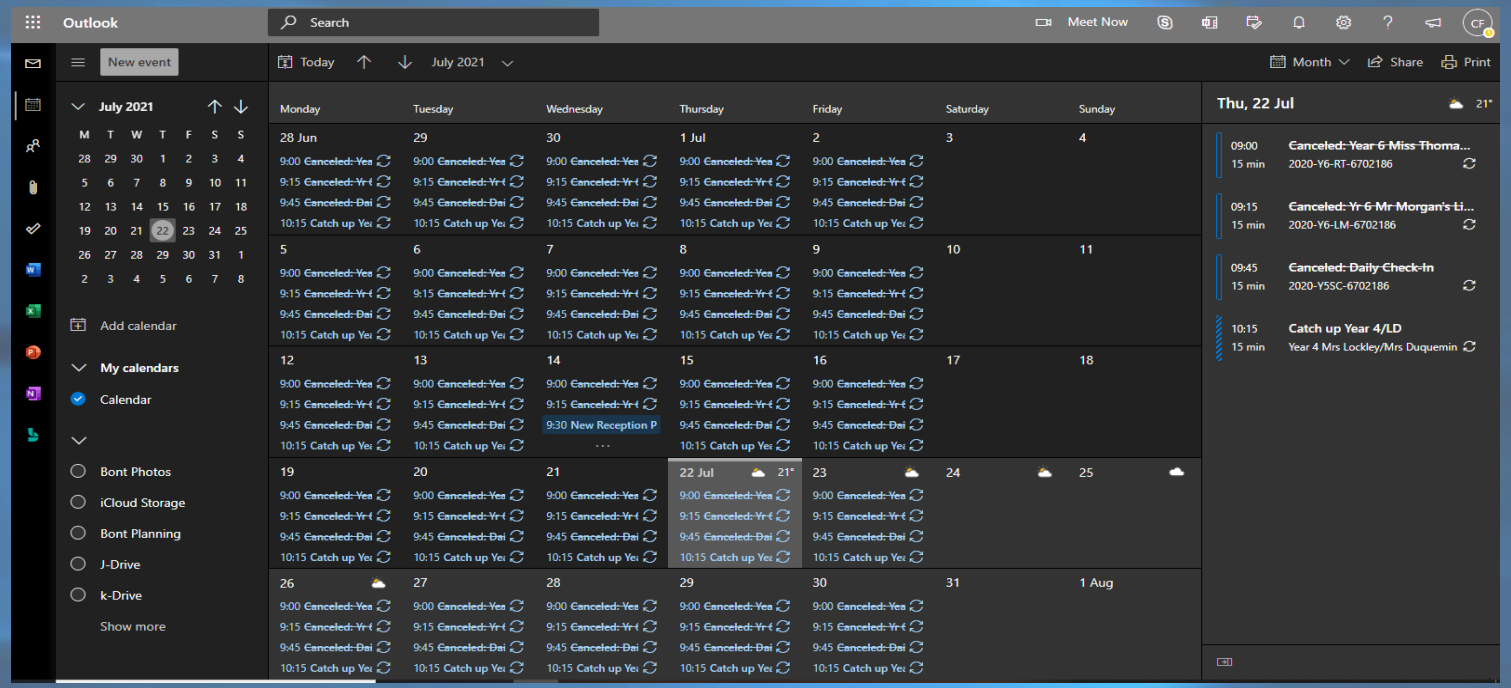
More Appening

Click on the boxes below the pre-set icons to view more apps available on Microsoft 365.



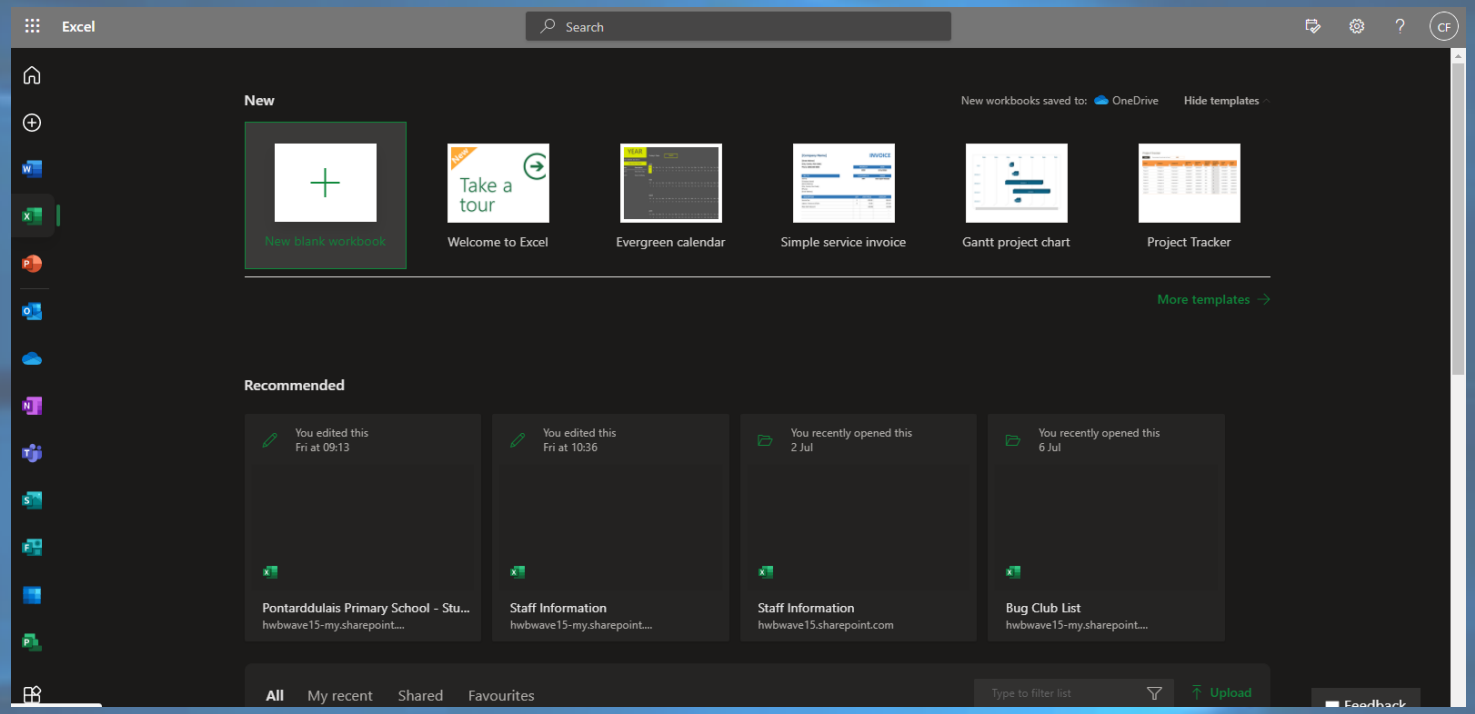
Calendar

An extension found in Outlook, allowing you to plan events and reminders in your calendars.



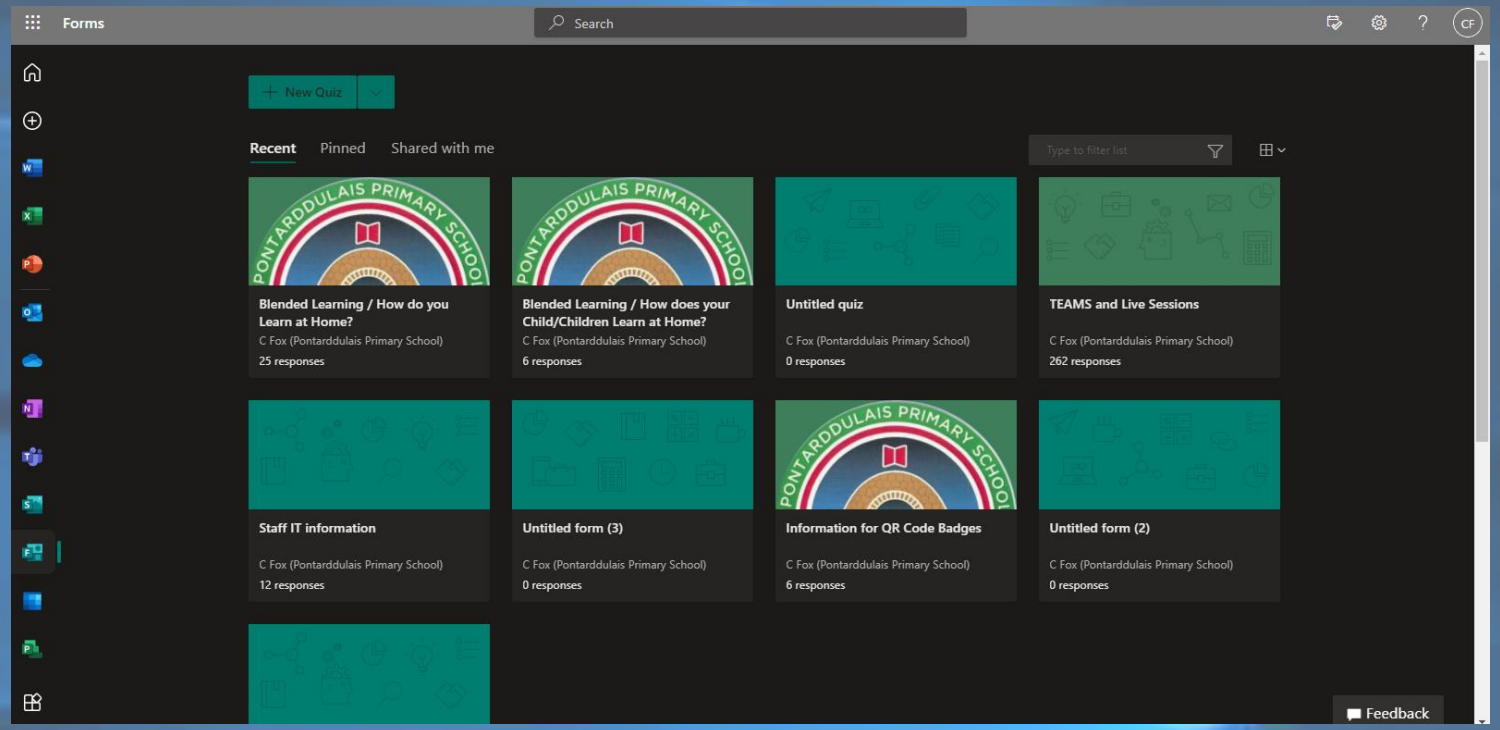
Excel

One of the Core Microsoft softwares that allows you to create data tables and charts.



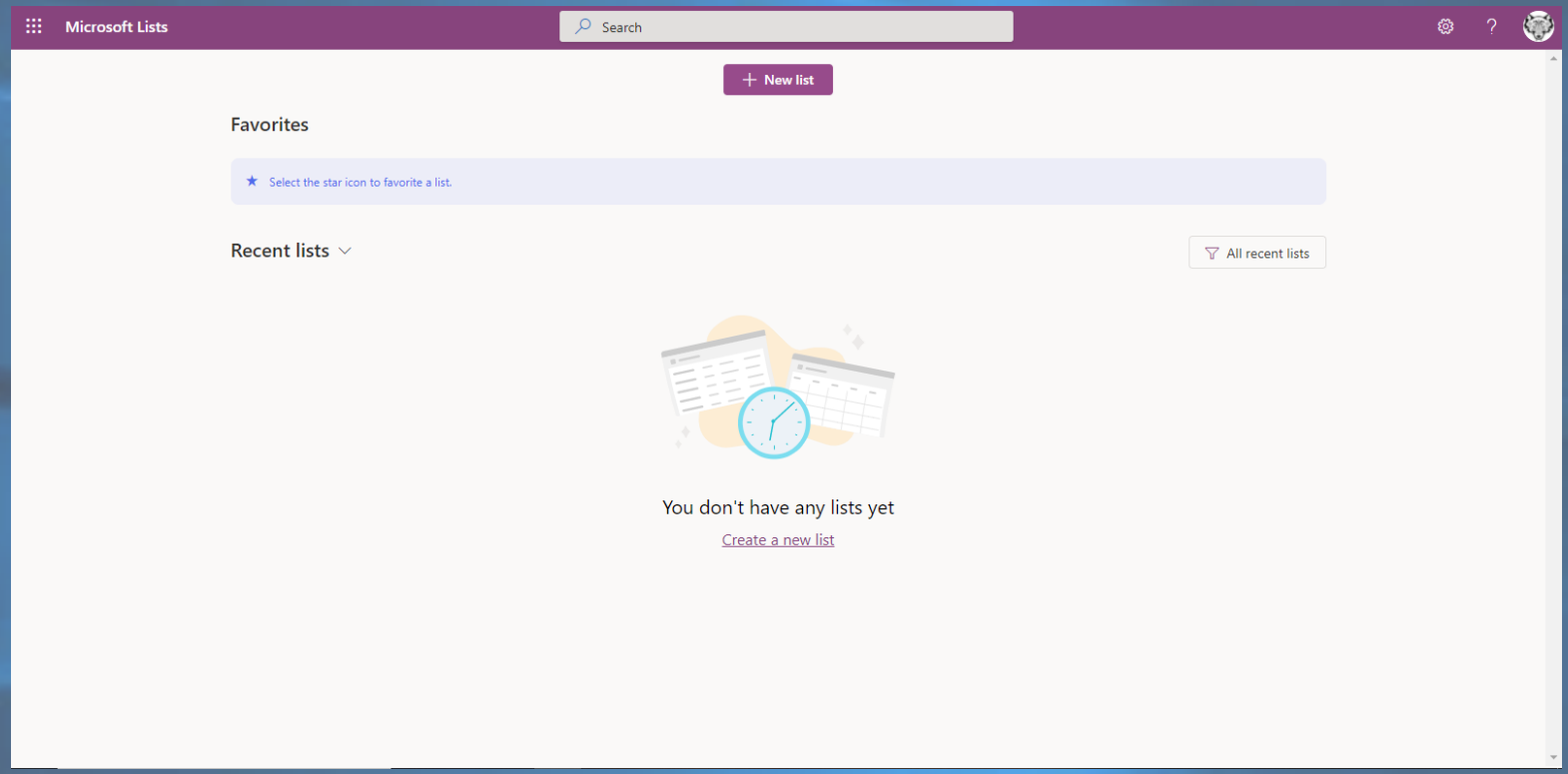
Forms

Another Core Microsoft app allowing you to create questionnaires and quizzes.



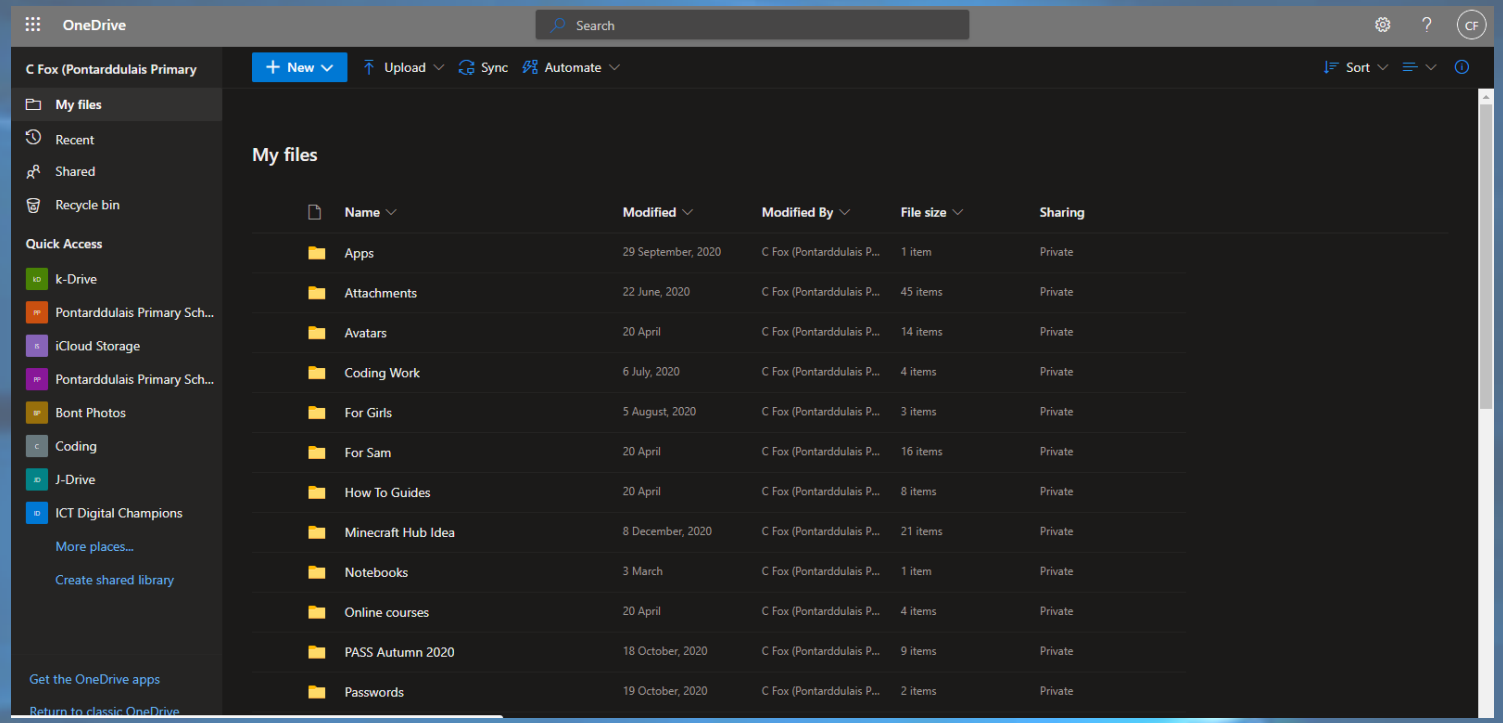
Lists

Create lists from scratch or pre-saved spreadsheets for stock, attendances, results etc.



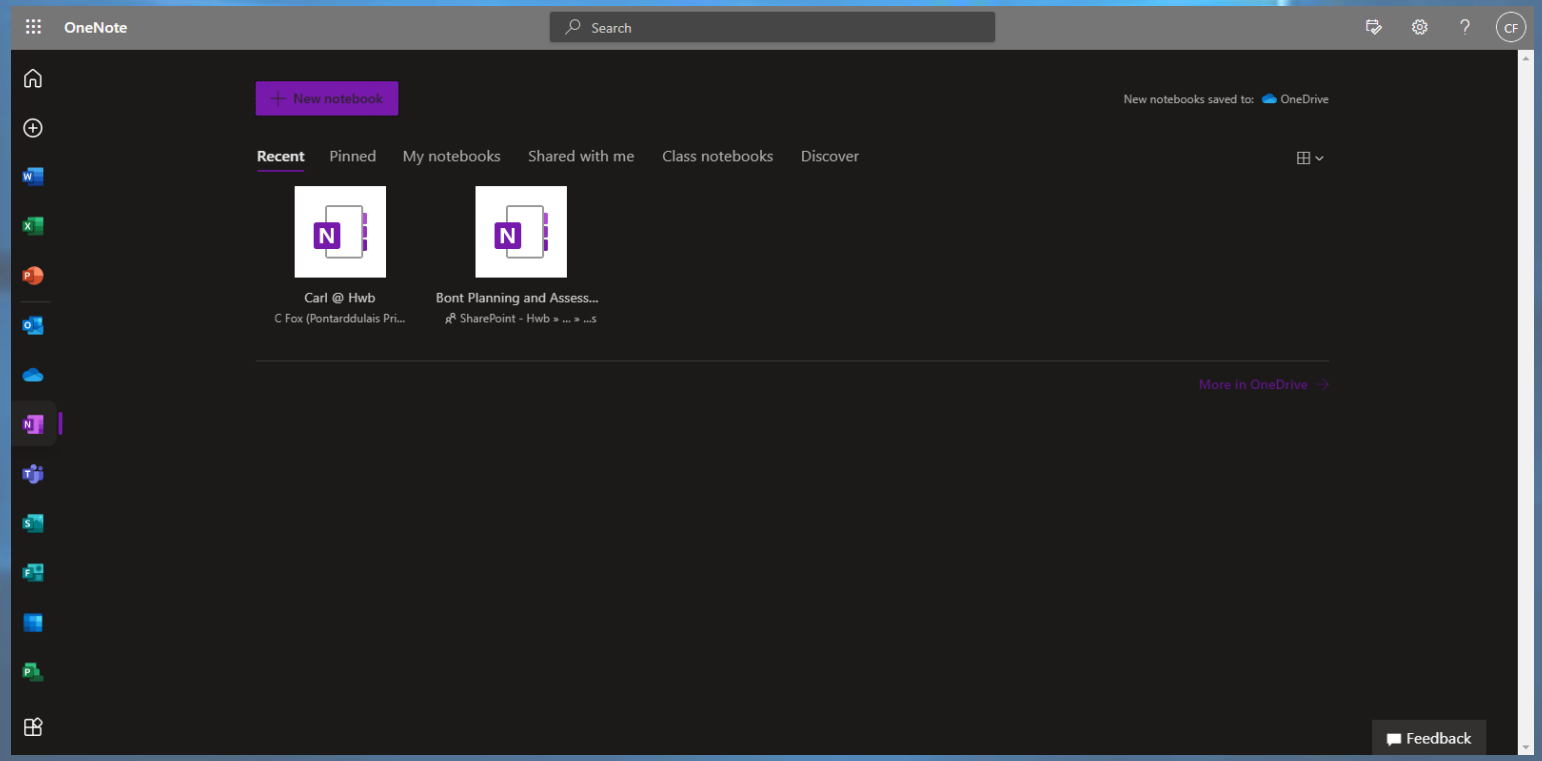
OneDrive

Core Microsoft app.
Your online filing cabinet where you can save and share everything.



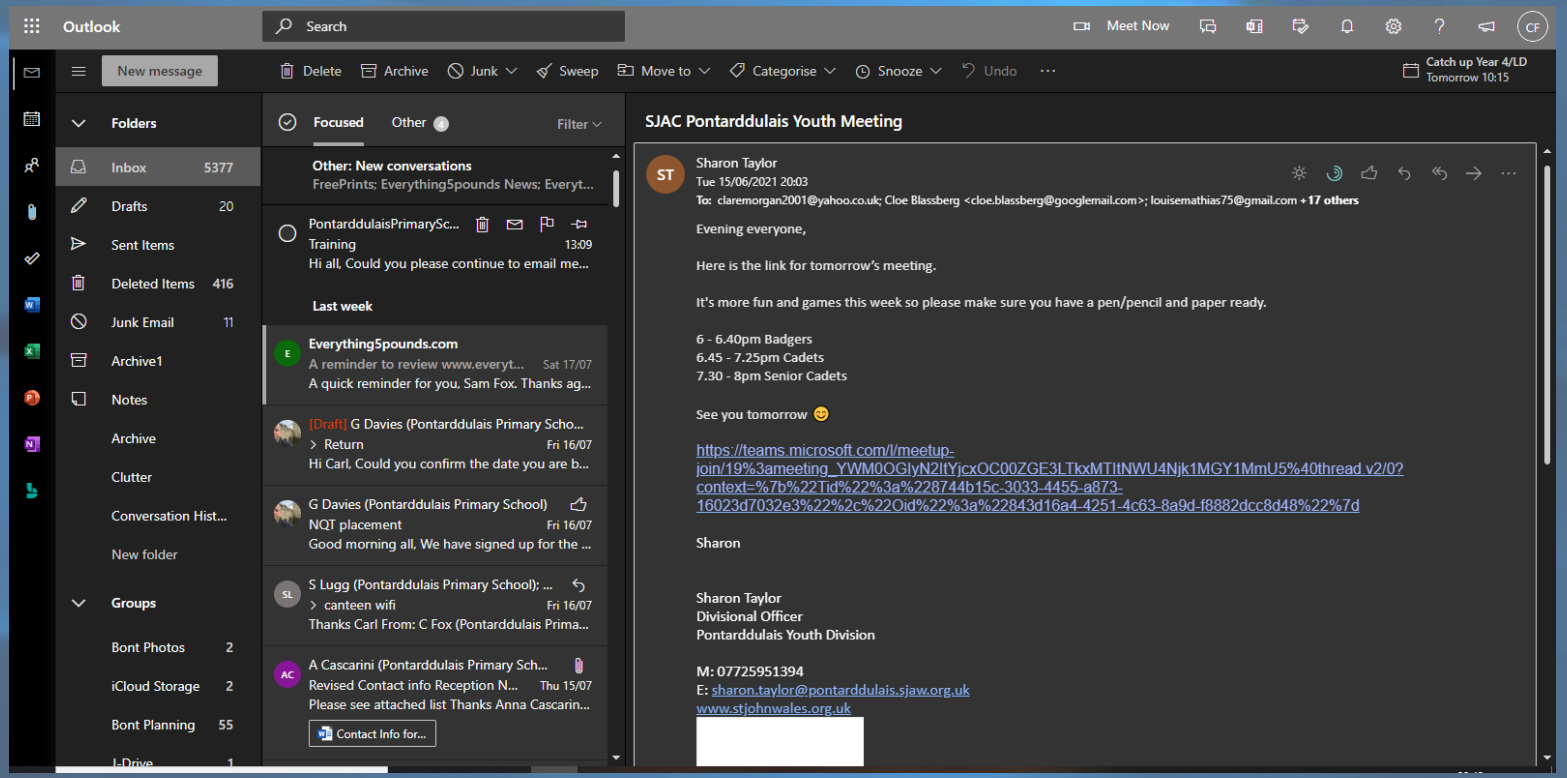
OneNote

Another core app from Microsoft. Create Notebooks to share ideas and worksheets and connect with others. Works much like Teams.



Outlook

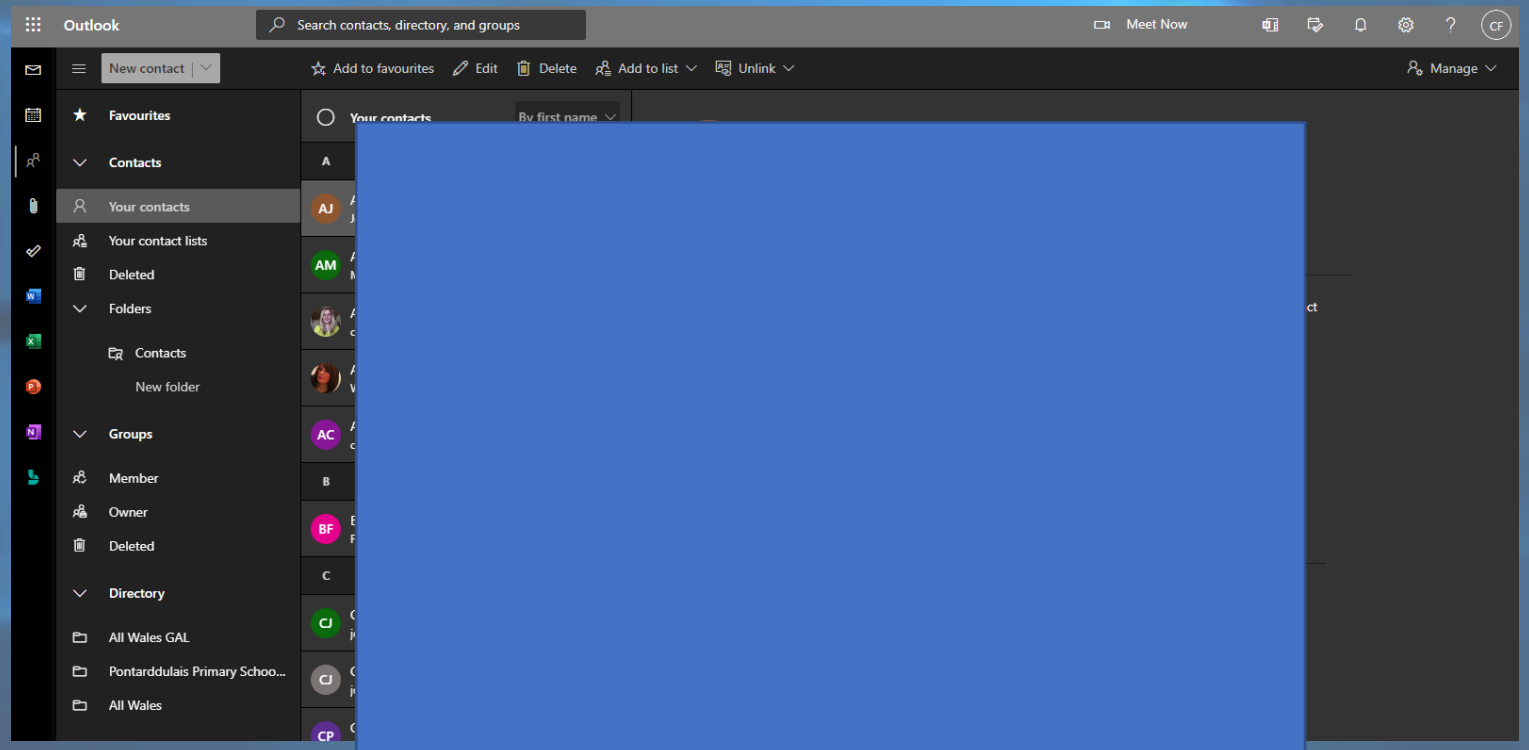
Another core app, your email service which has links to other apps.



People

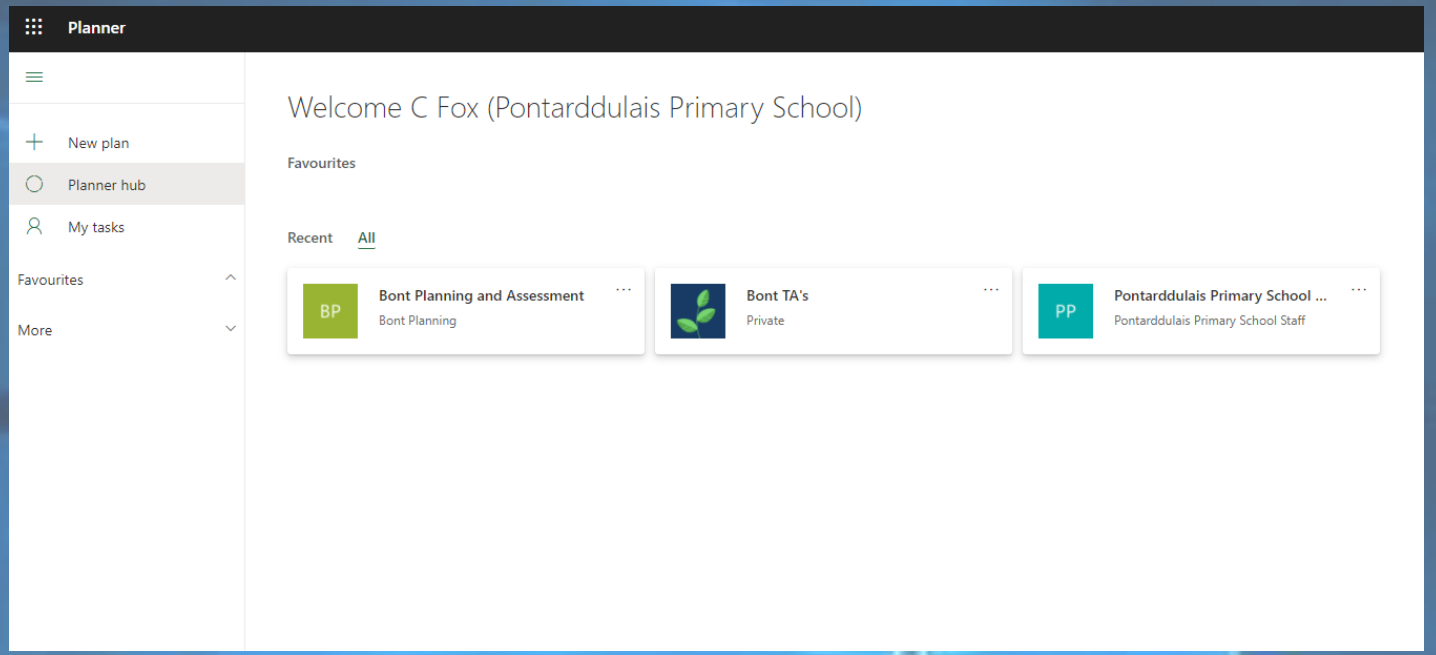
Another extension of Outlook, which allows you to store all of your contacts.

(The image is blocked for privacy reasons)



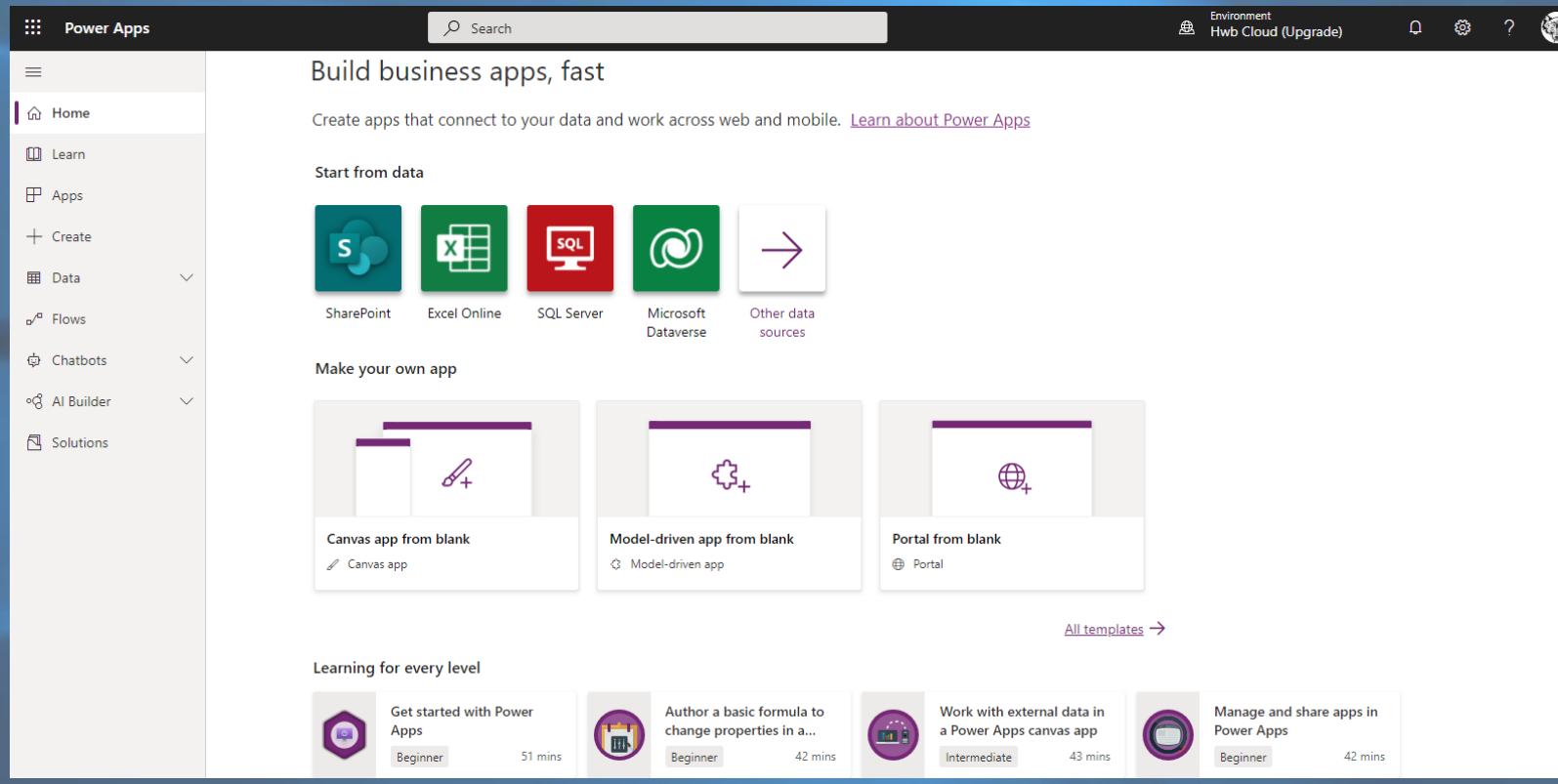
Planner

Plans all tasks, goals and assignments, linking it to any groups you are in.



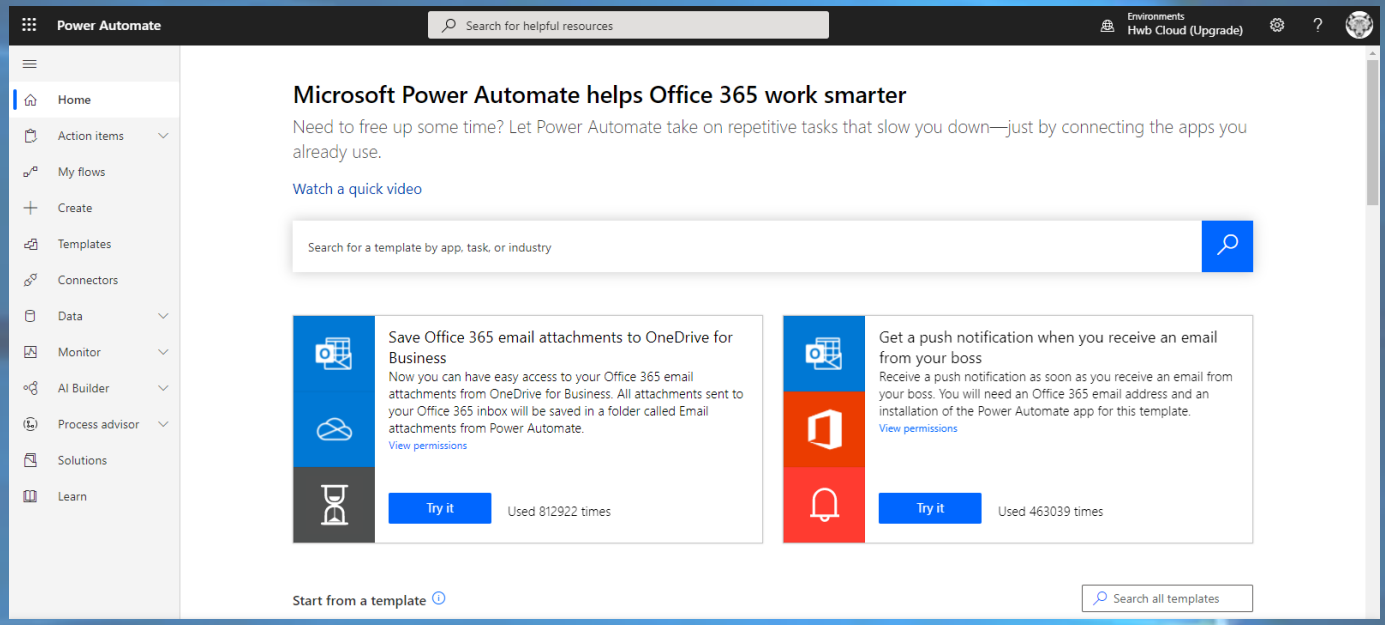
Power Apps

Create our own personalised apps based on what is used at school to make work easier, linking to web and mobile devices.



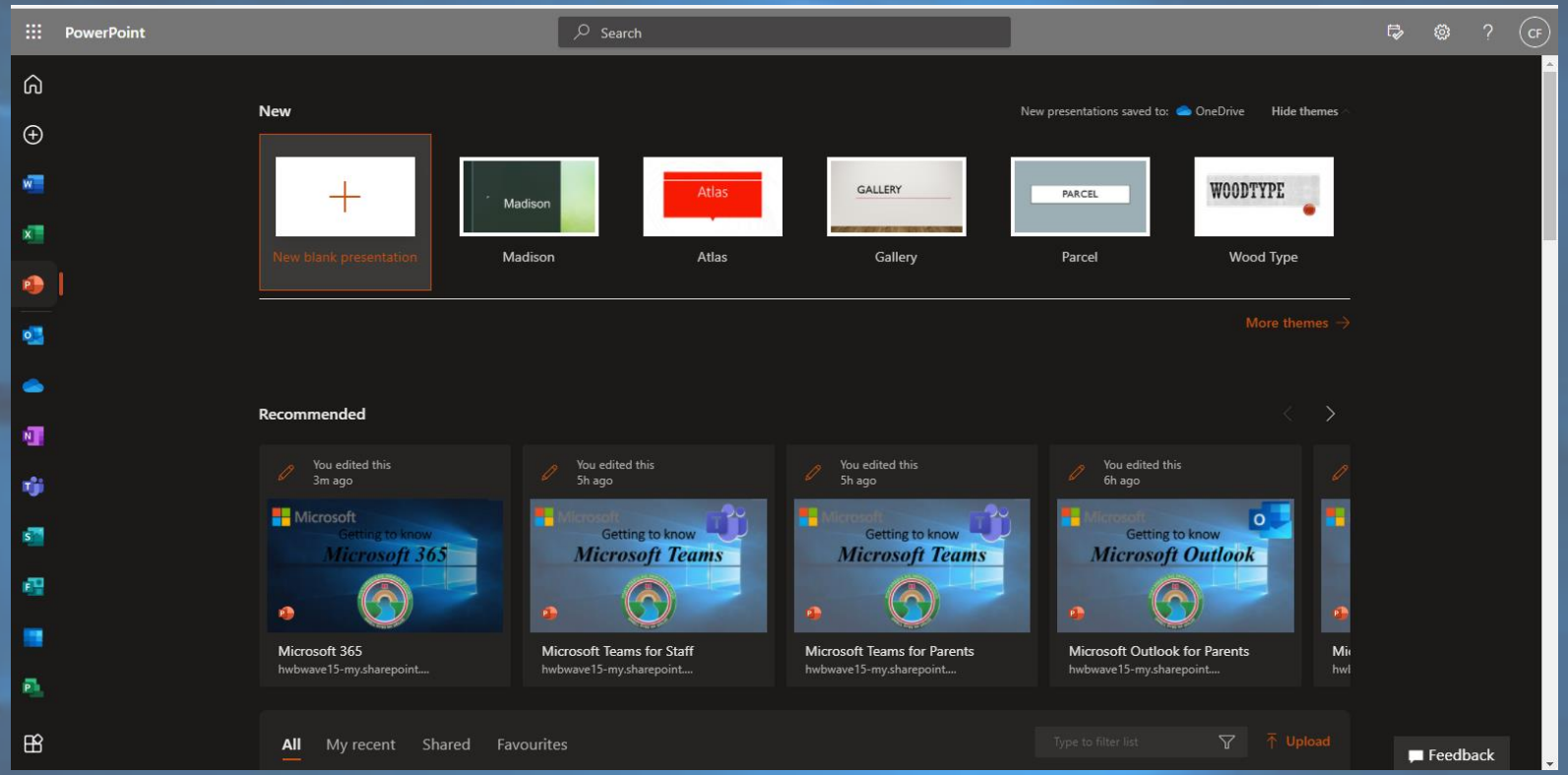
Power Automate

Connect apps together to allow work to flow more easily and efficiently.



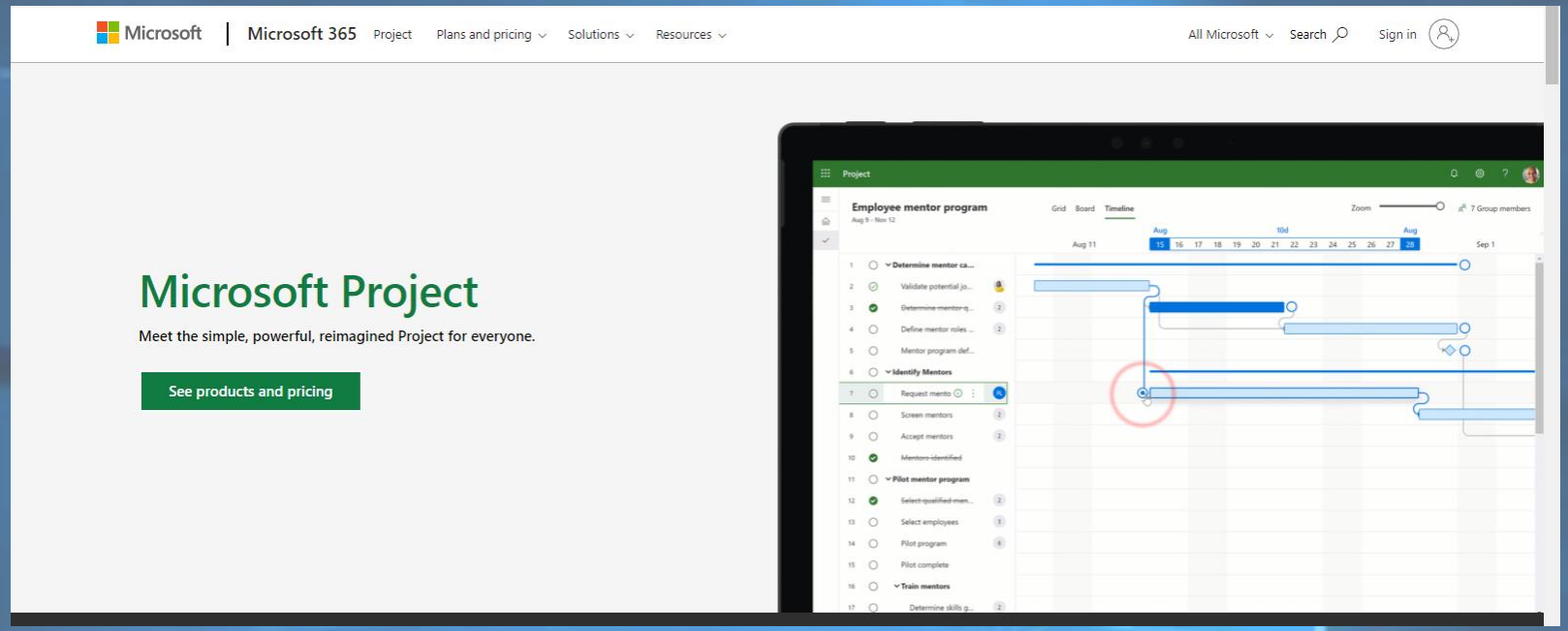
PowerPoint

Another core app that allows you to create visually effective slideshows.



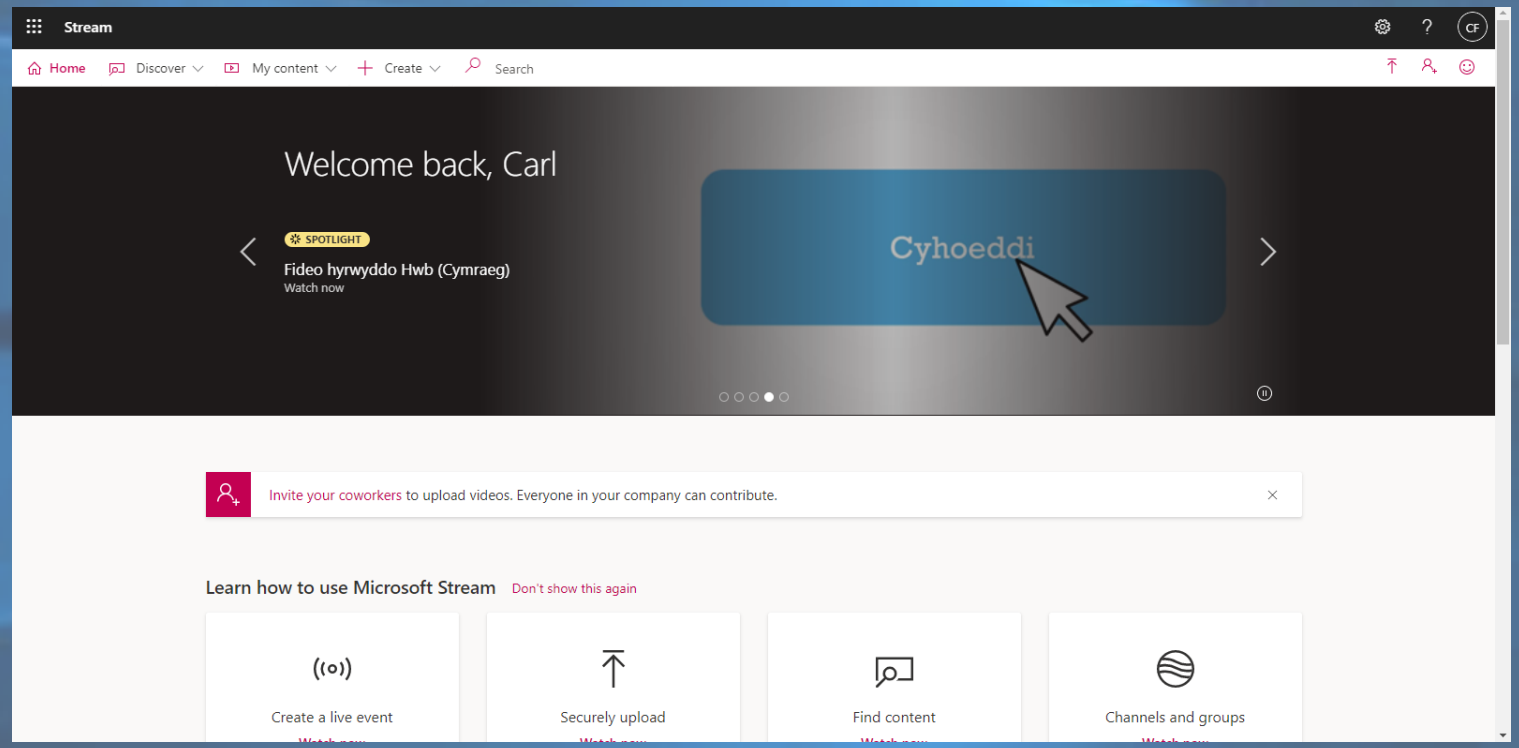
Project

Currently unable to use. Requires another licence.



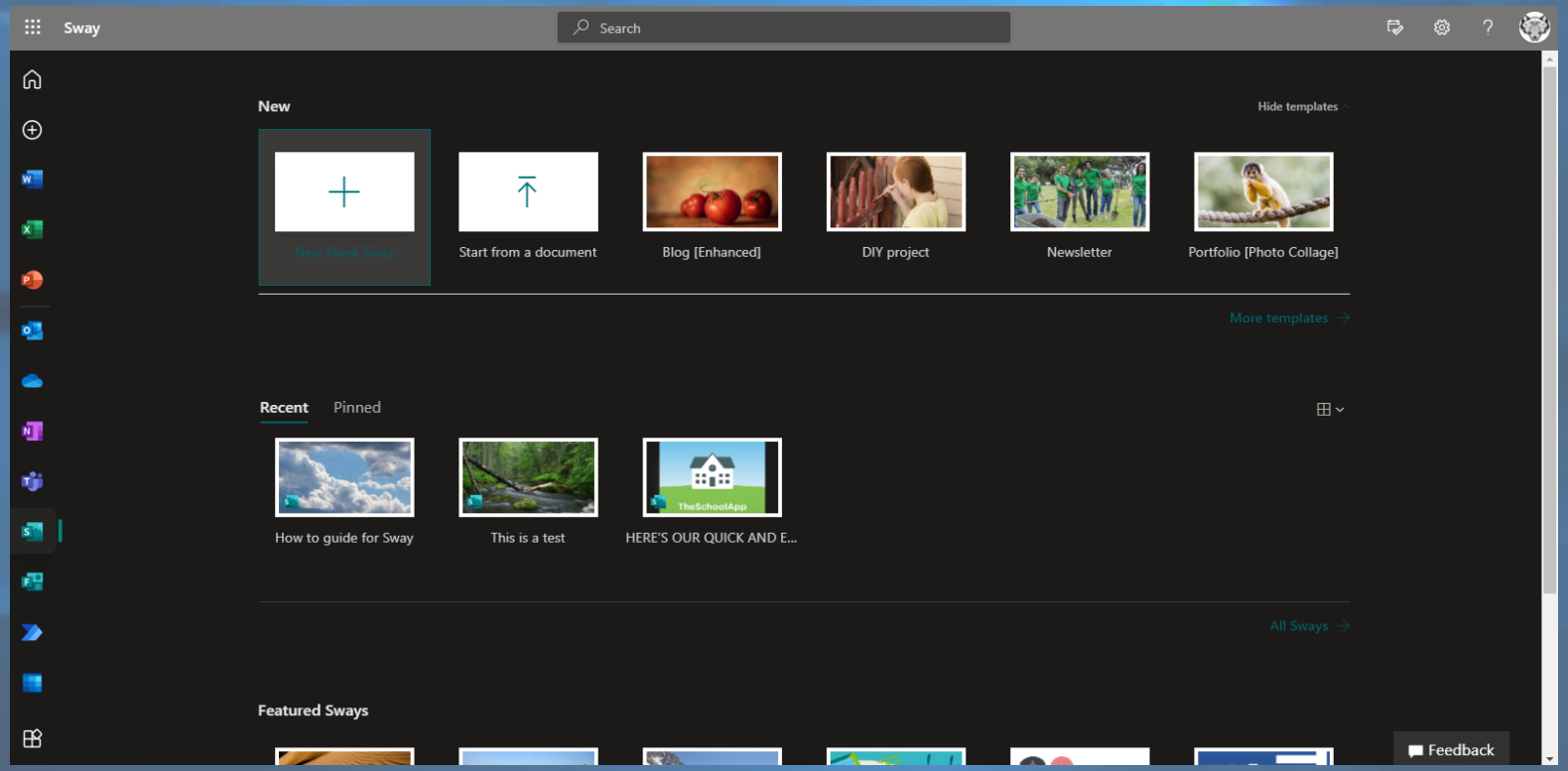
Stream

Create, share and find videos safely and securely.



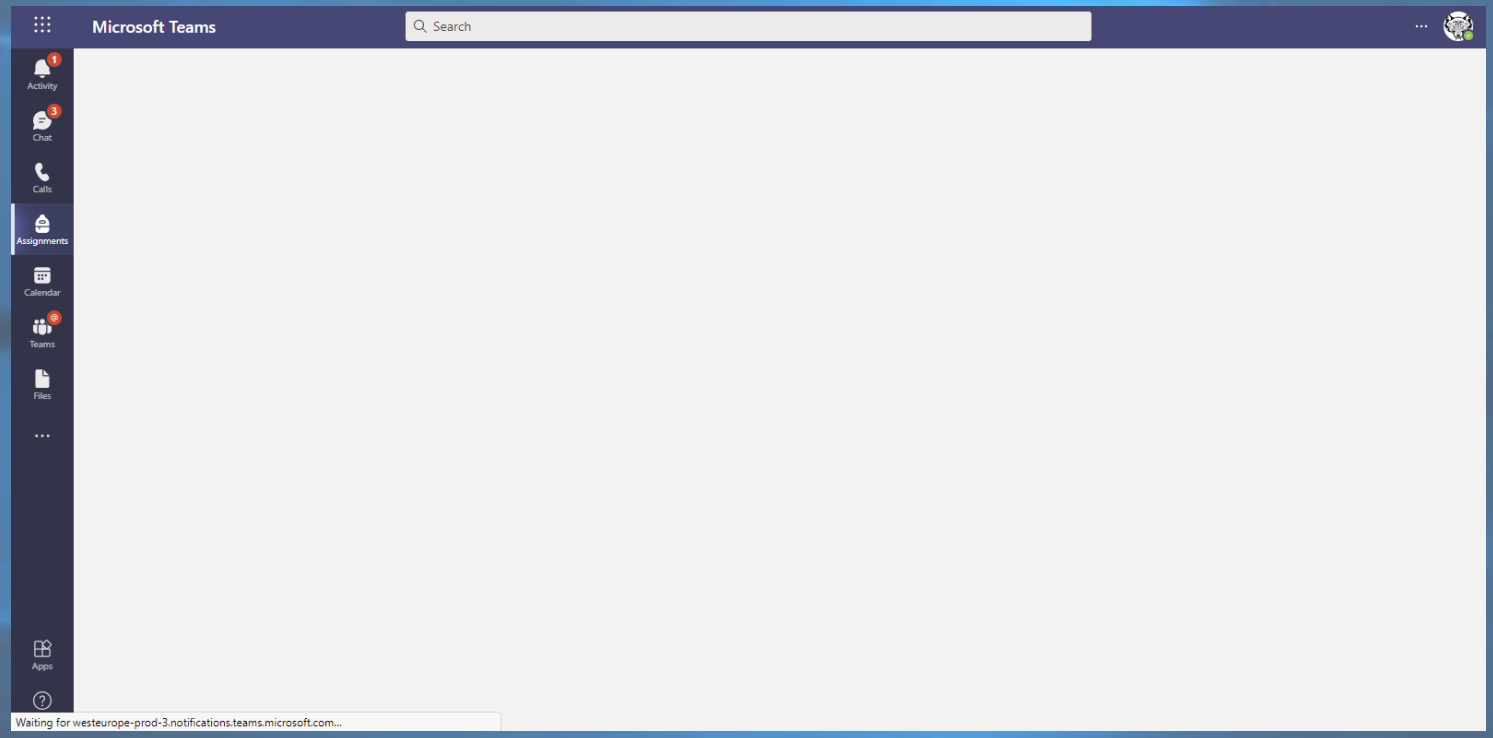
Sway

Another core app which allows you to create online presentations.



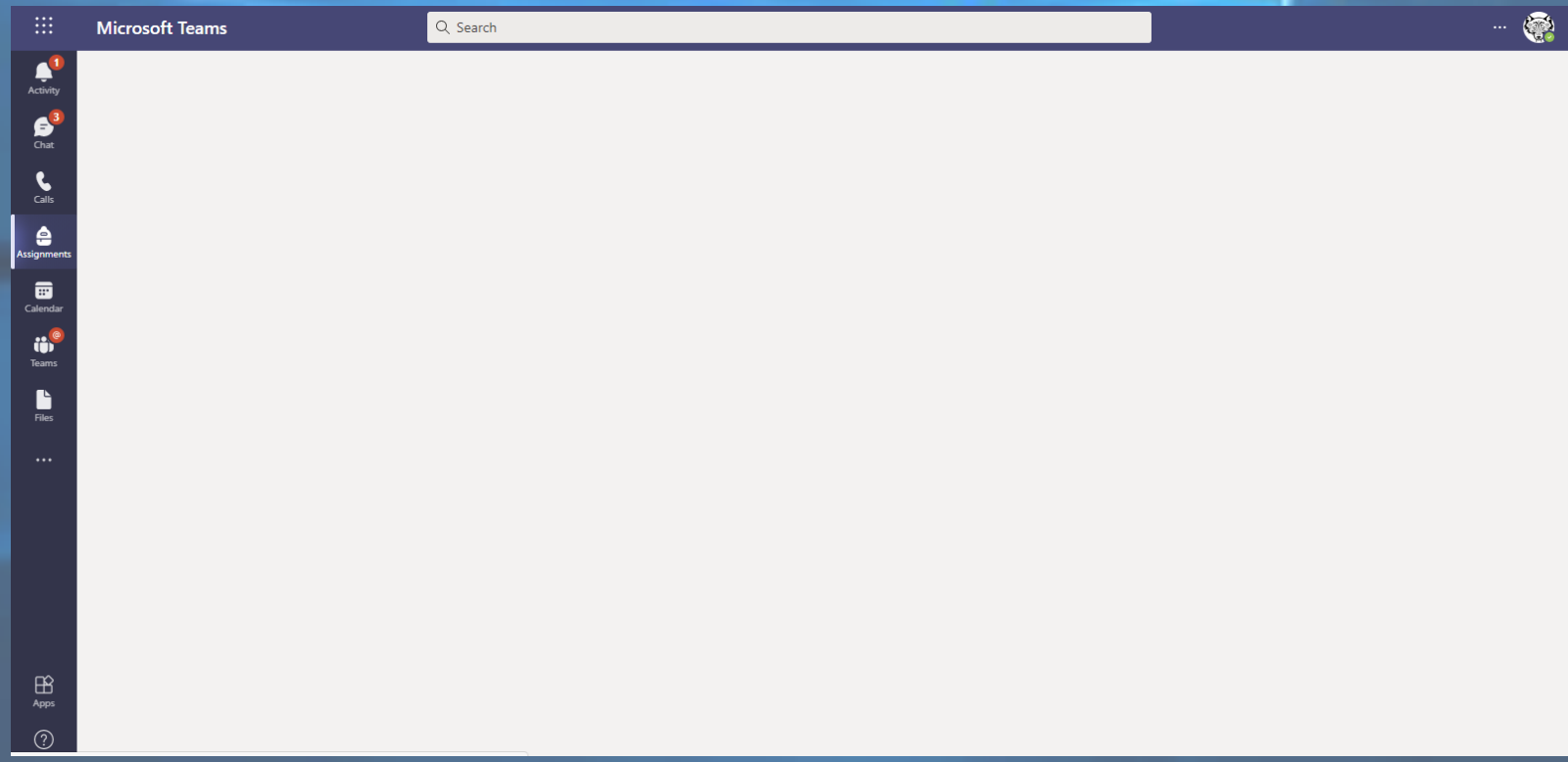
Teams

An online group for discussions, sharing work and meetings.



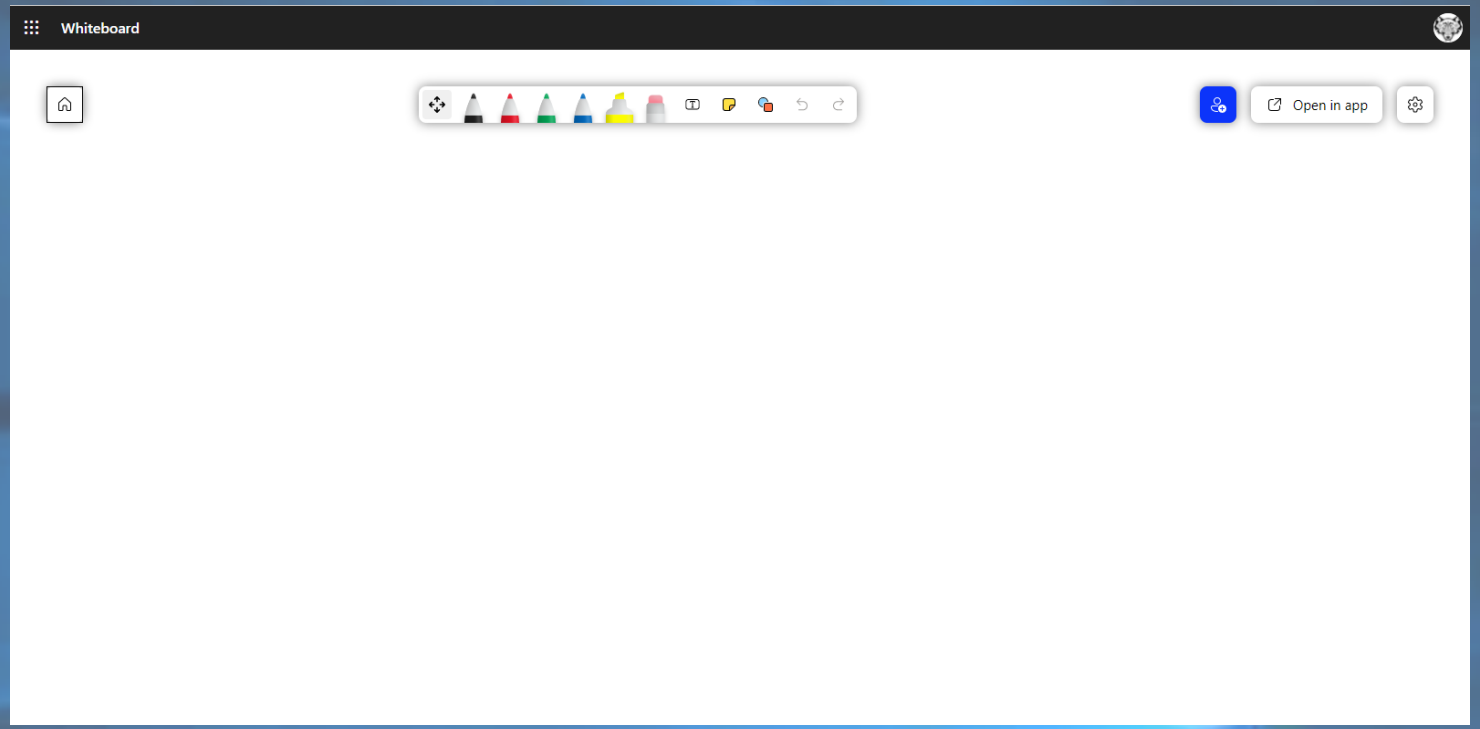
To Do

Create a to do list to keep track of your daily jobs.



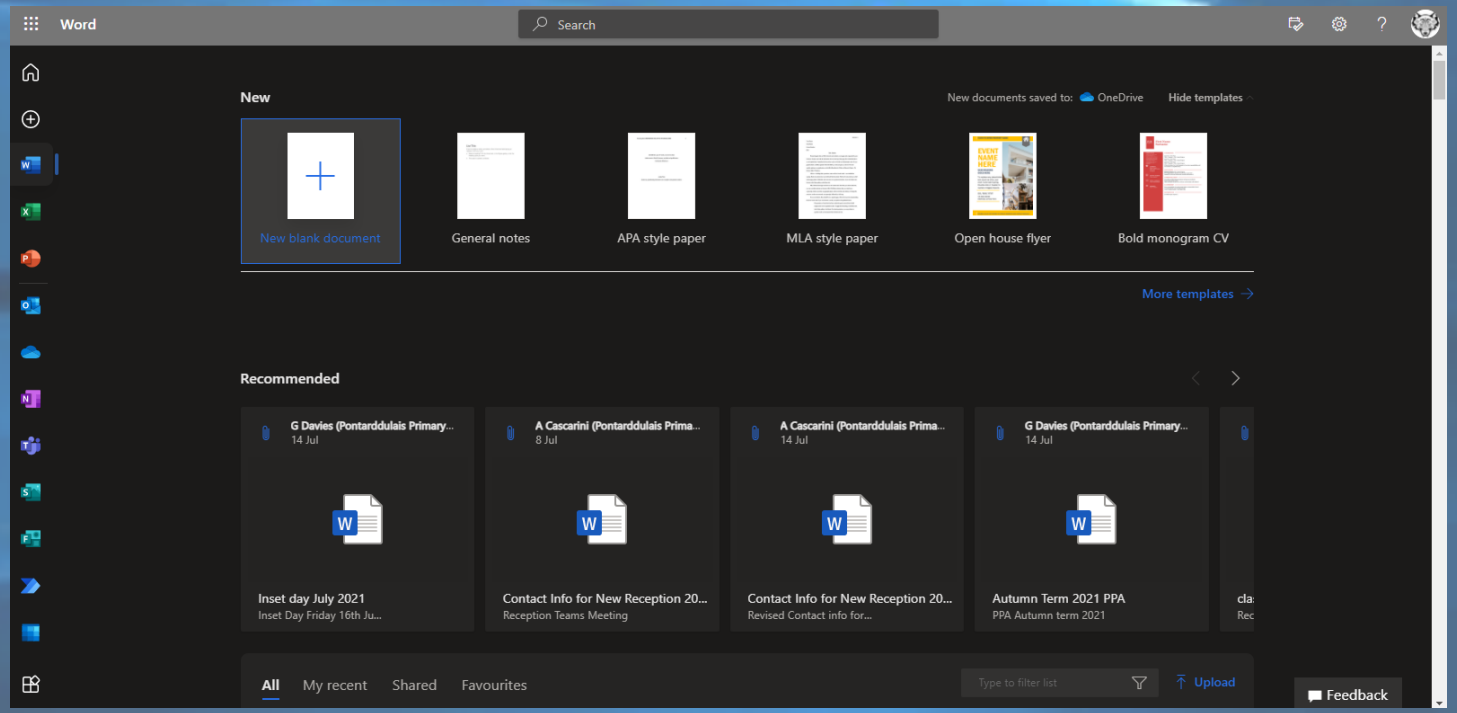
Whiteboard

Create interactive whiteboards that you can save and re use.



Word

Final core app allowing to write various documents.



Microsoft

