Microsoft

Getting to know

Microsoft Lists

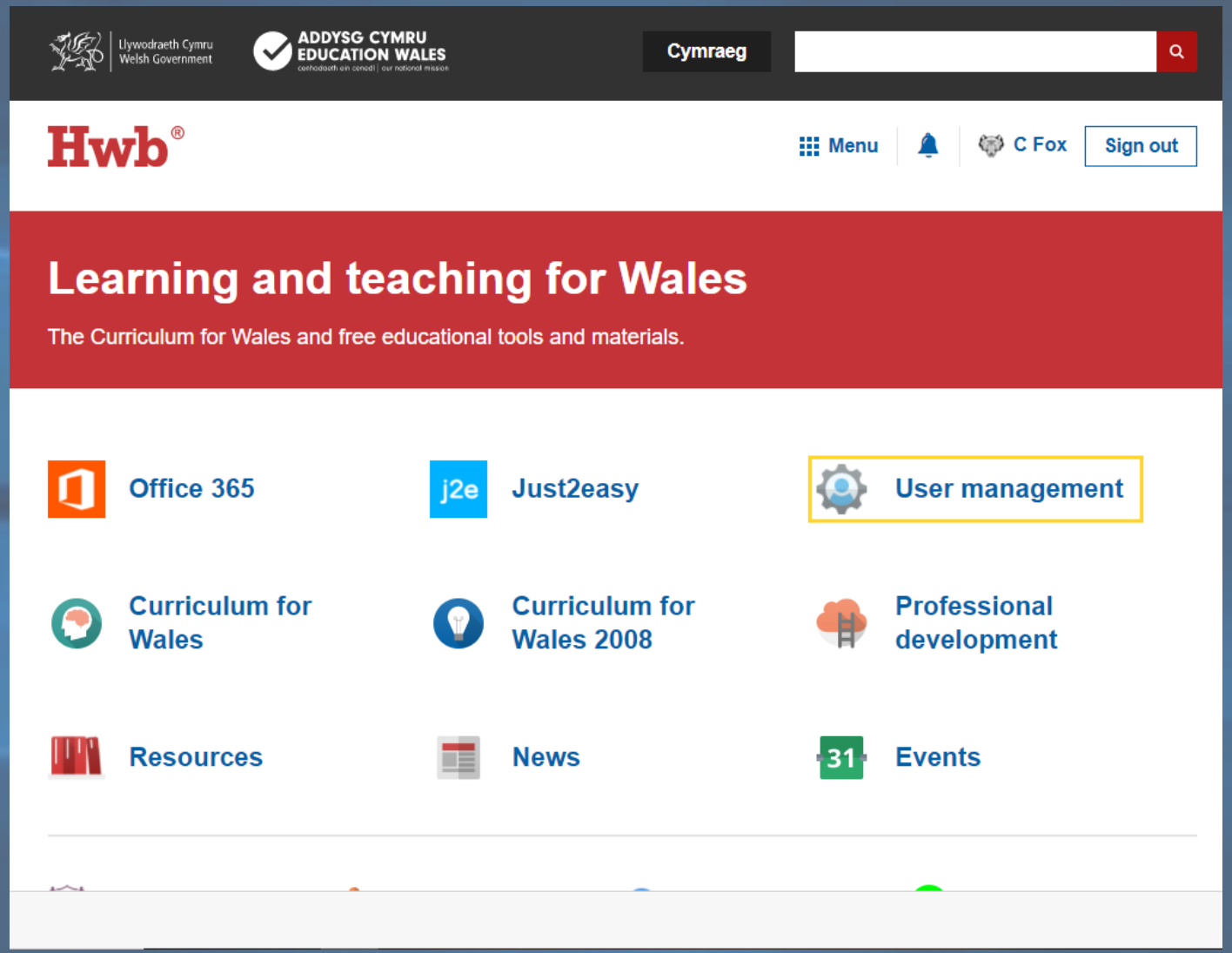


Please note, this is only for the online version available for Office 365 on HWB

How to Start

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

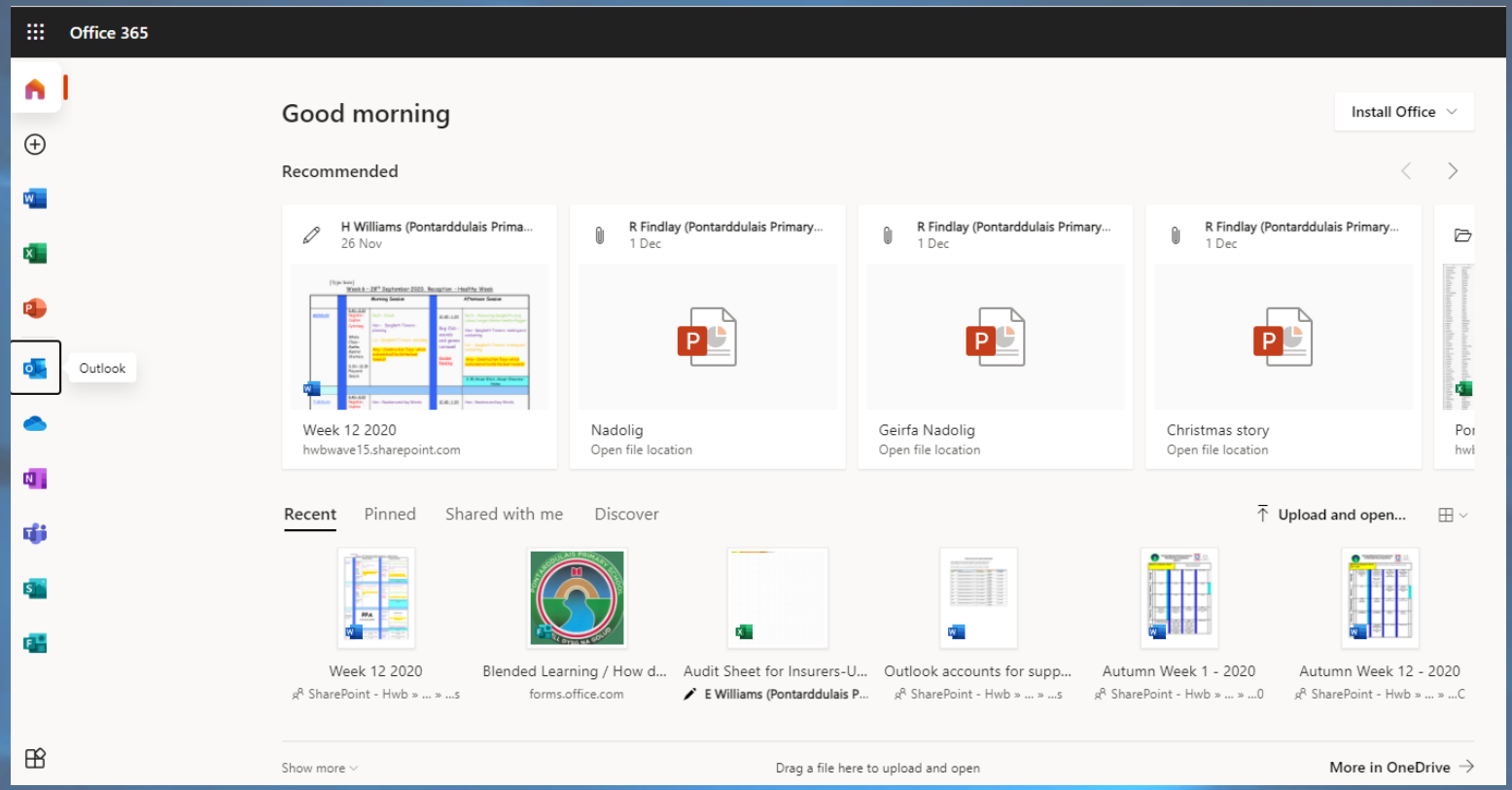
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

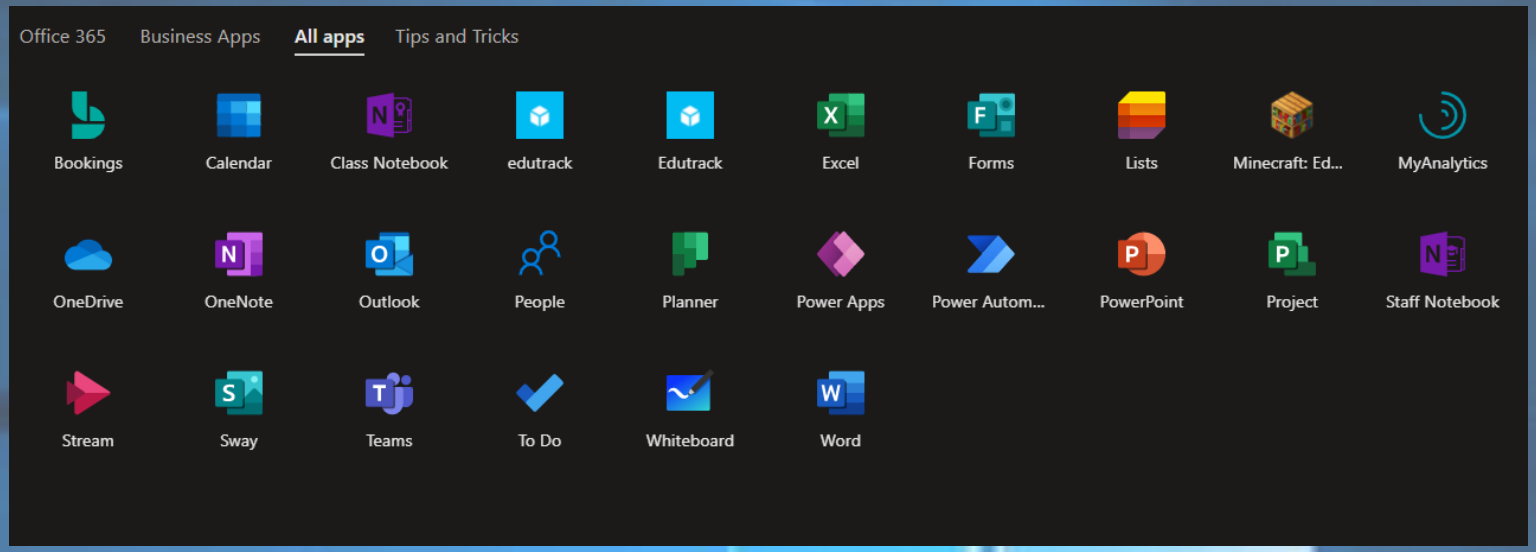
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

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.



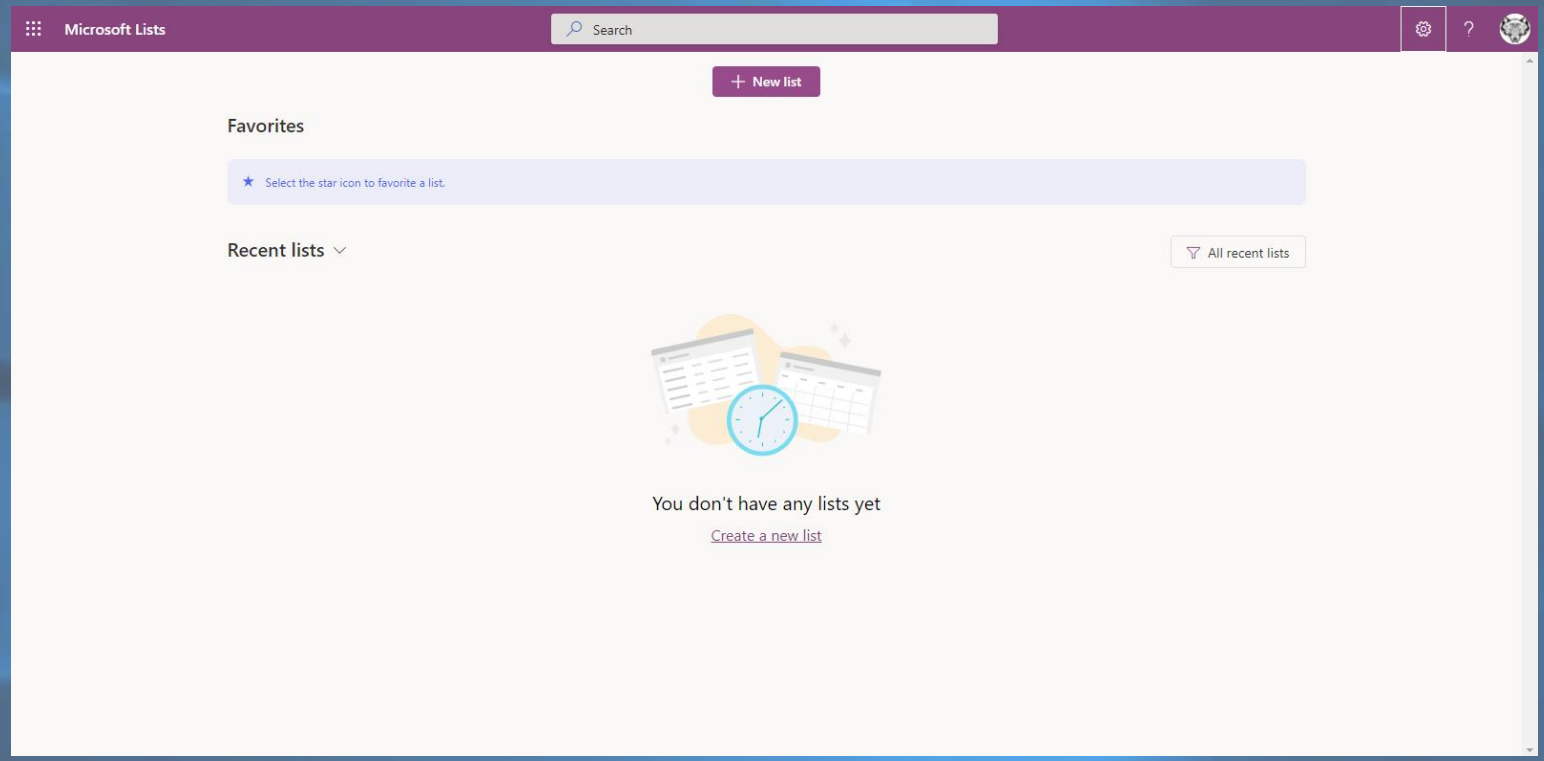
More Appening

Click on the boxes below the pre-set icons to view all apps and select Lists



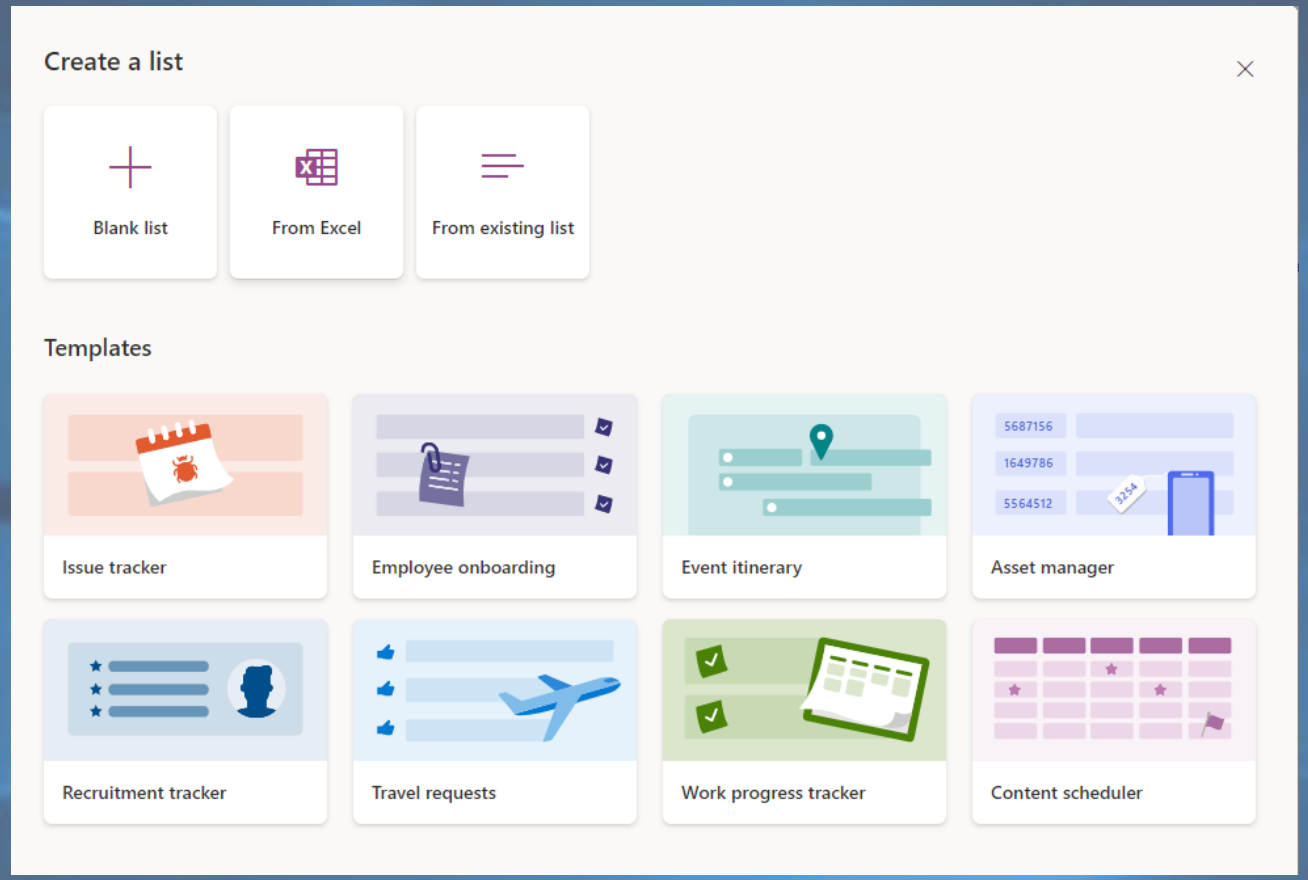
Listless

Unless you have already created a list the homepage for Lists will be pretty bare.



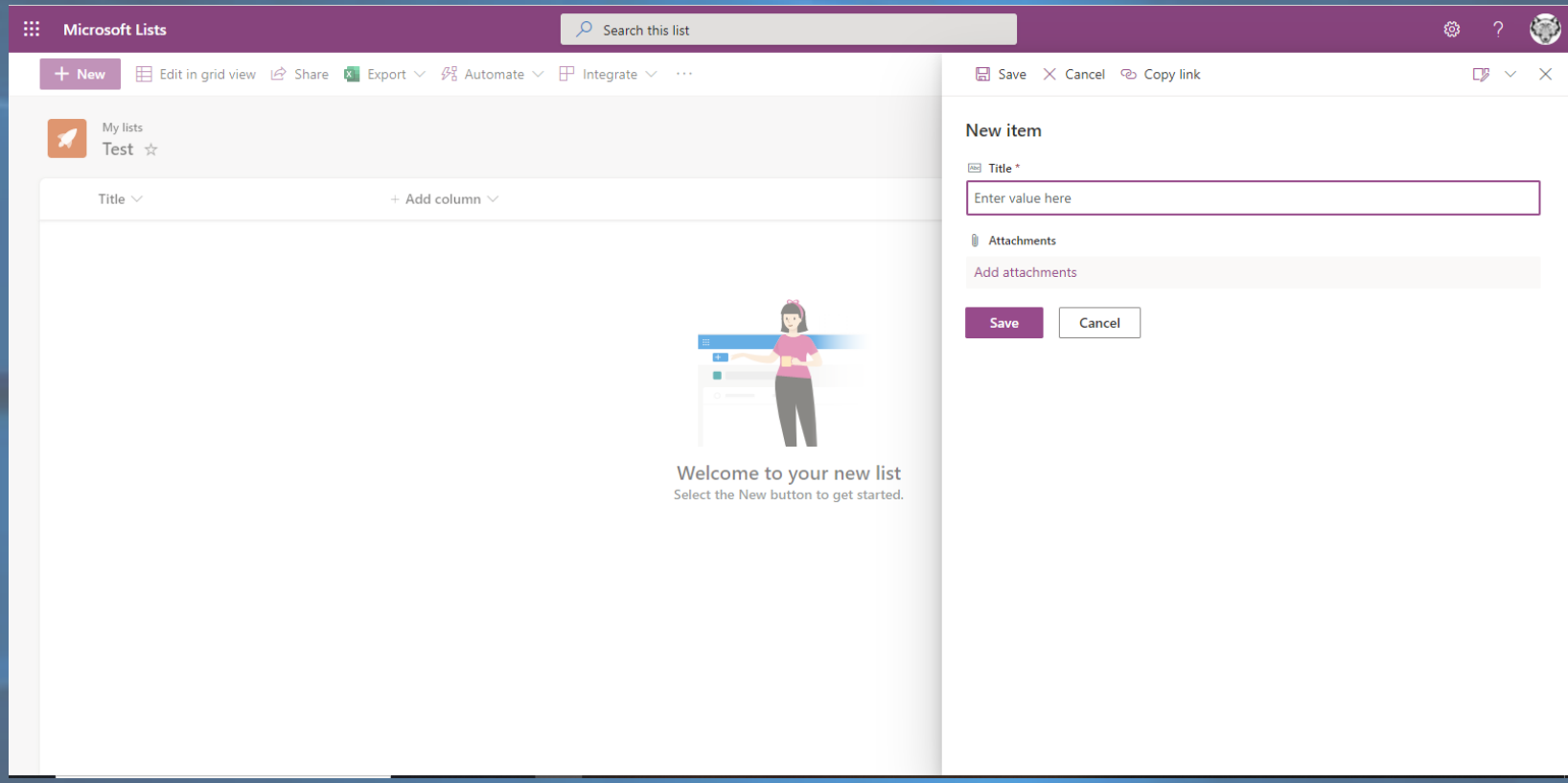
So Many Lists

You can create multiple different kinds of lists using pre-made templates, based on a spreadsheet you have created or start from scratch.



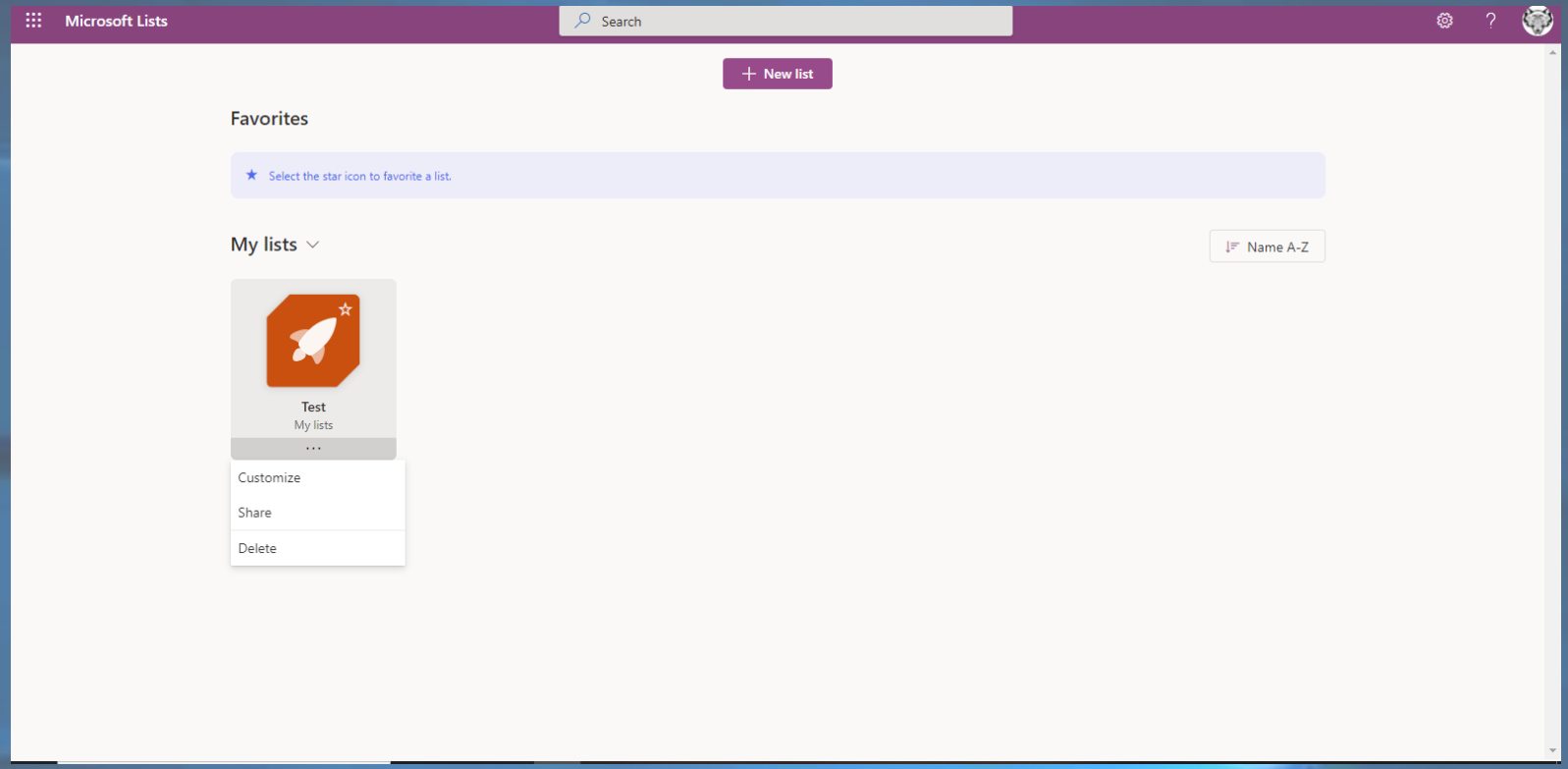
Getting Started

Once created, click on New and start adding your list items.



Now Appearing

Your Lists will then appear on your homepage where you can customise, share or delete.



Microsoft

