Microsoft

Getting to know

Microsoft 365

PONTARDDULAIS PRIMARY SCHOOL

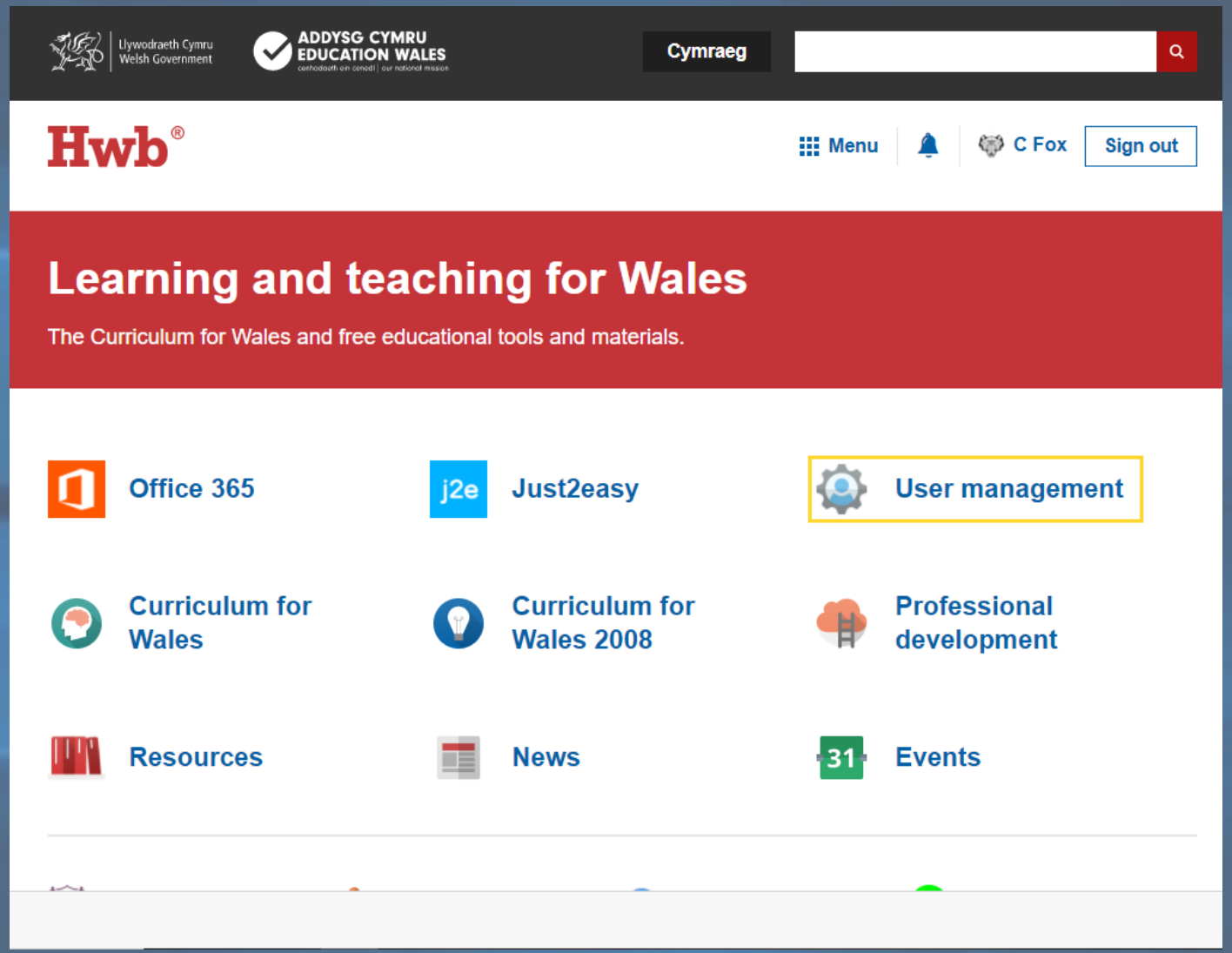
GWELL DYSG NA GOLUD

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.

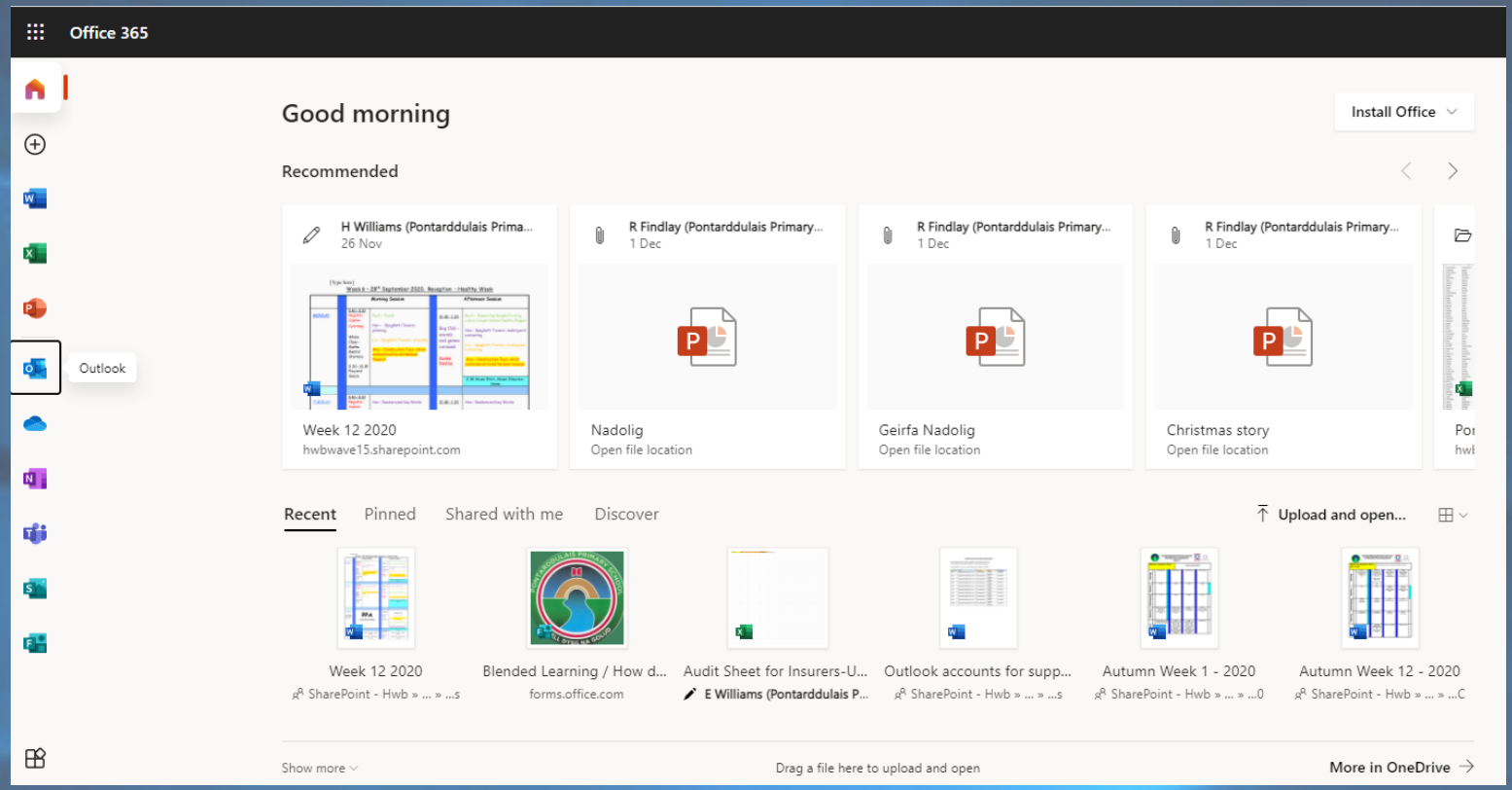
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

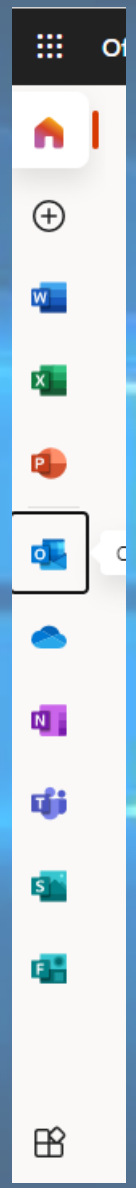
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

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.



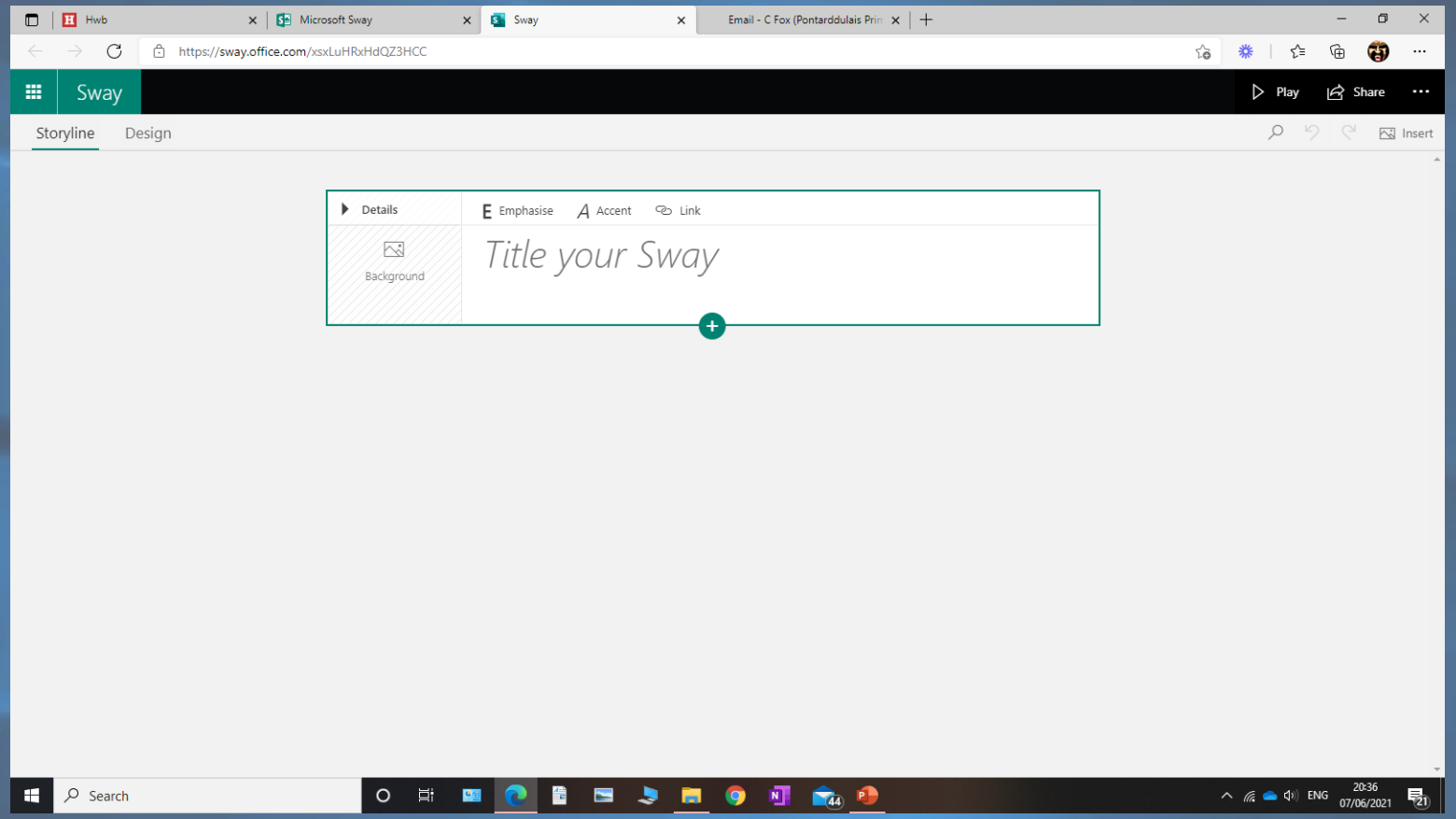
Sway in the Right Way

Sway is near the bottom in turquoise with an S.



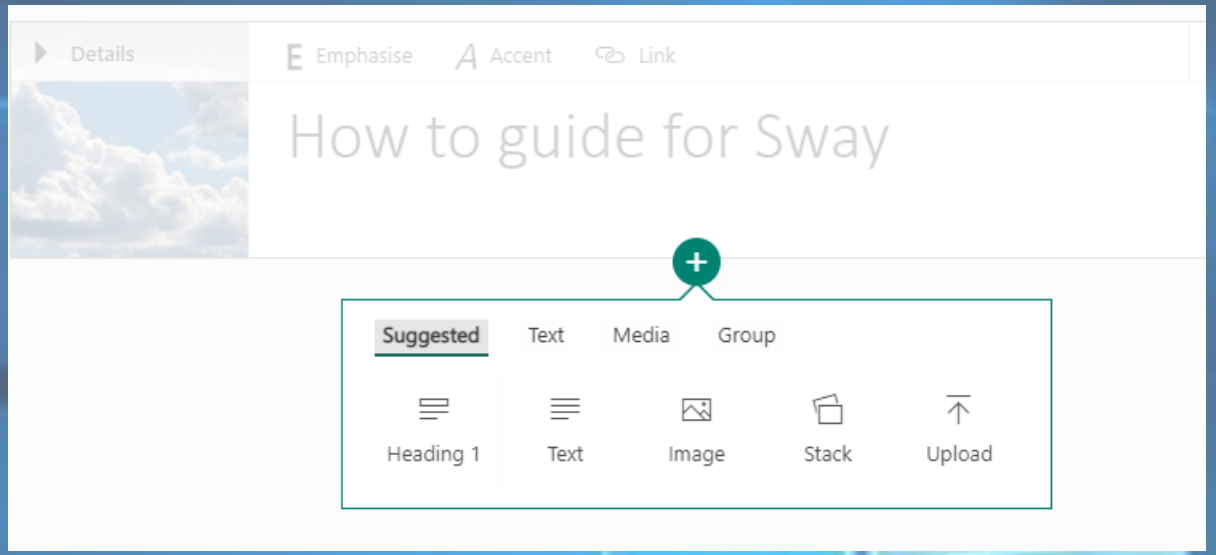
This Sway

This is the main page of Sway. Begin by creating a title. Then select a background from a pre-set selection or an image on your device.



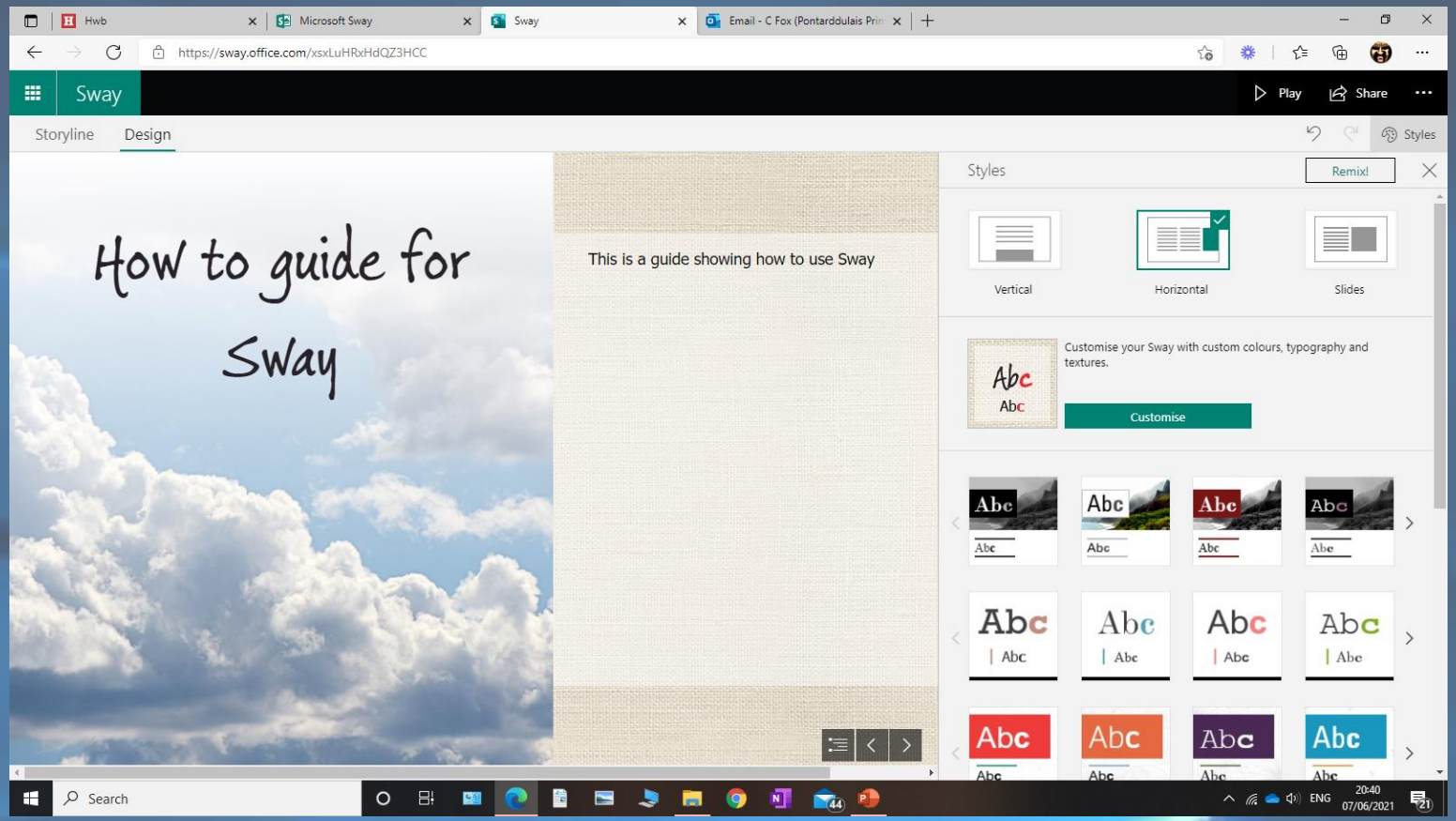
Next pages

Click on the plus sign to add more content. You have multiple options.



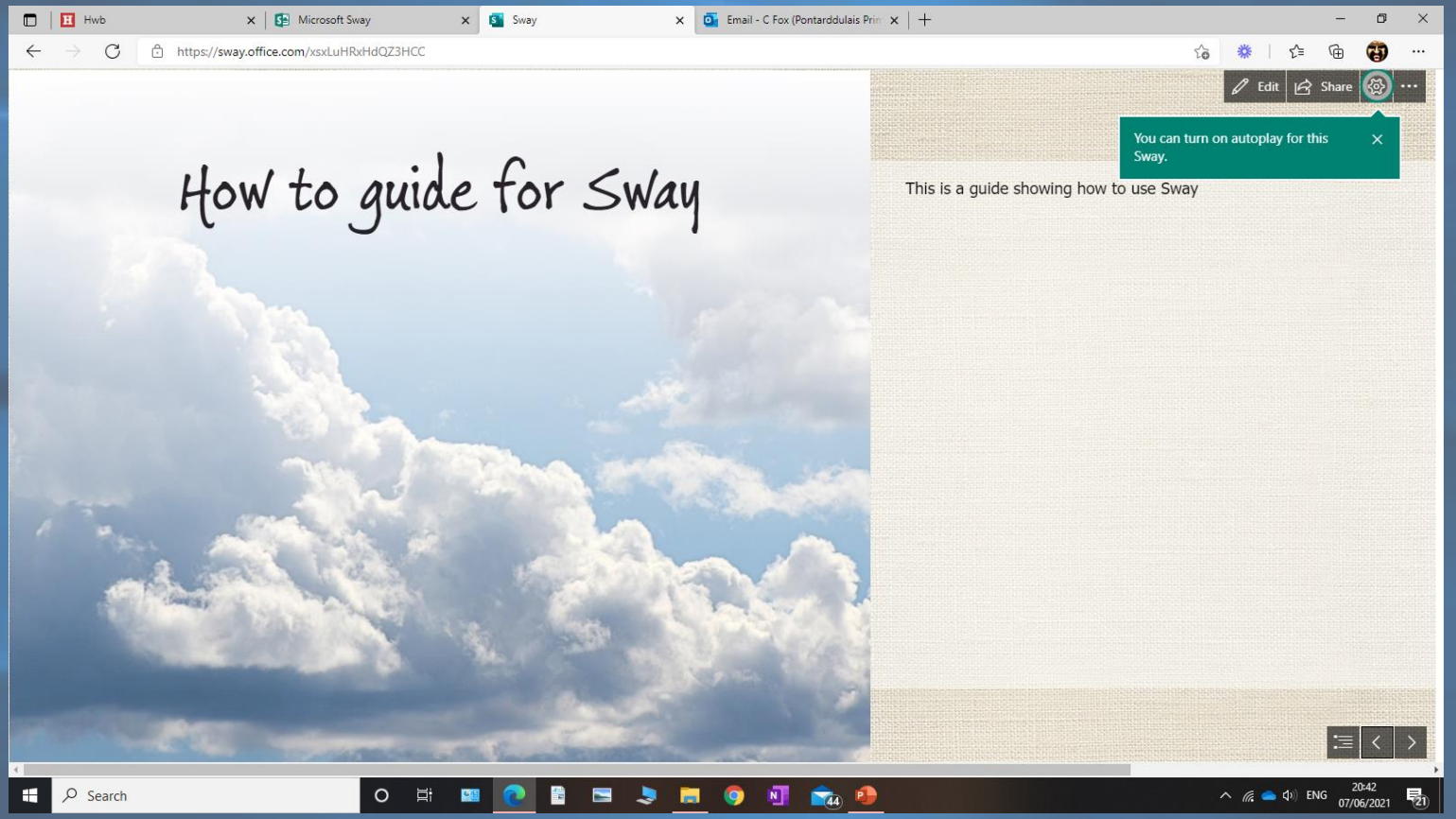
Design it your Sway

Click on design to set it exactly how you want. You can also use pre-set styles to add to it.



Preview

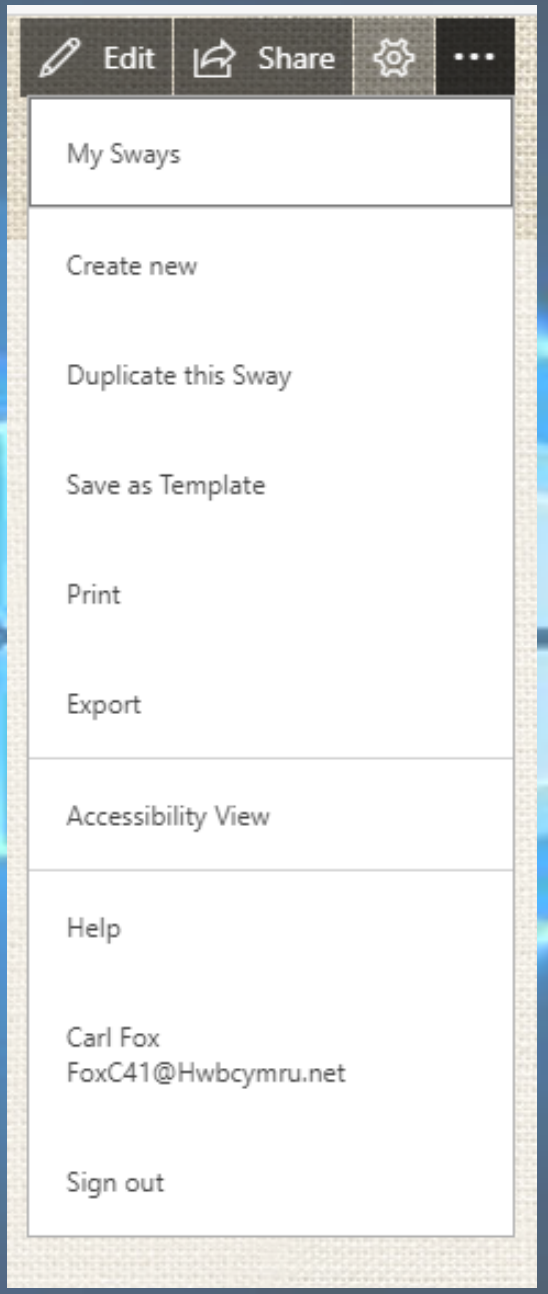
Click the play symbol so you can see what the audience will see. You also have multiple options at the top to add more personalization.



More Help

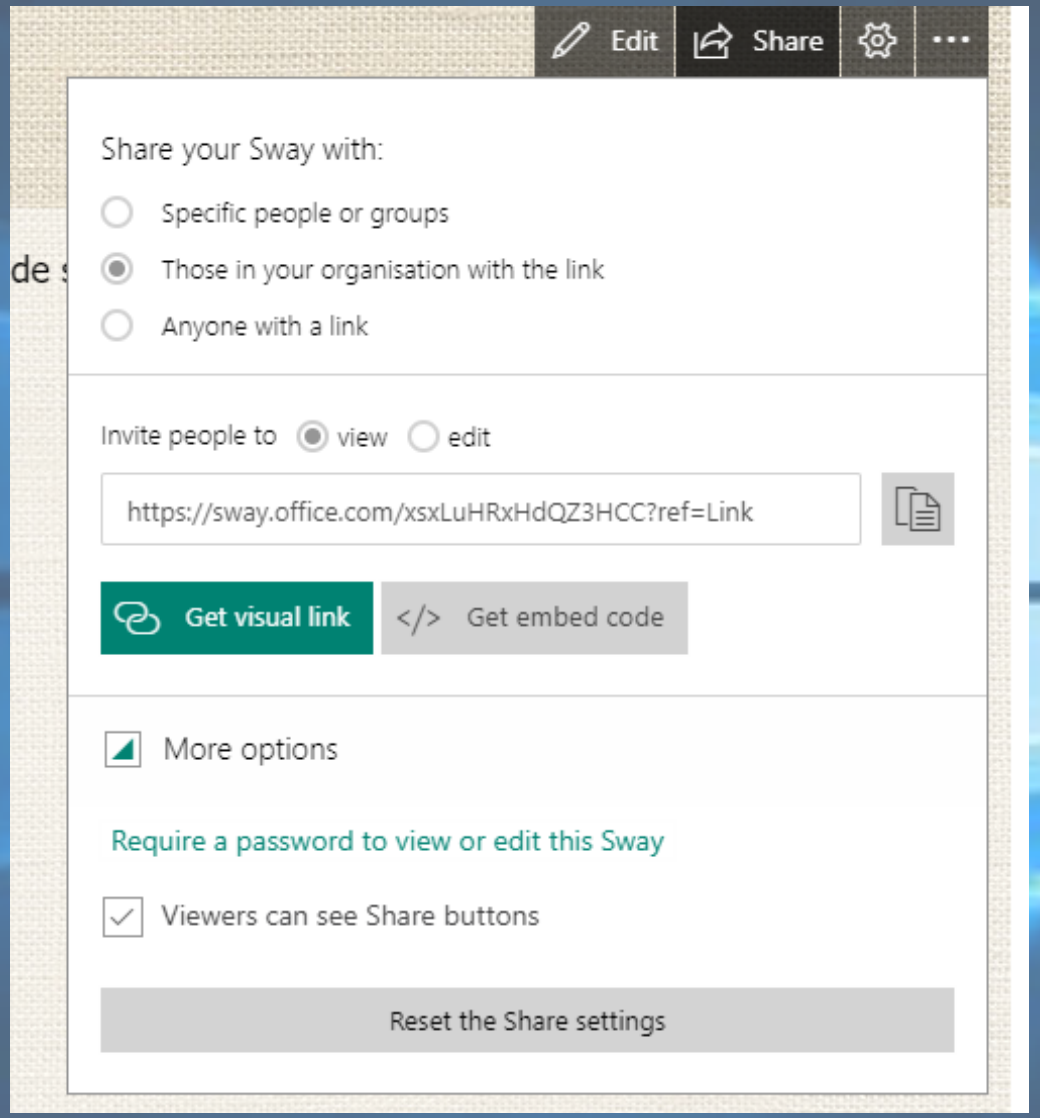
Click on the ellipsis to get more options.

N.B. Office 365 automatically saves your work so do not worry. Also if you have the desktop version installed and set to your account, you can access files on your device.



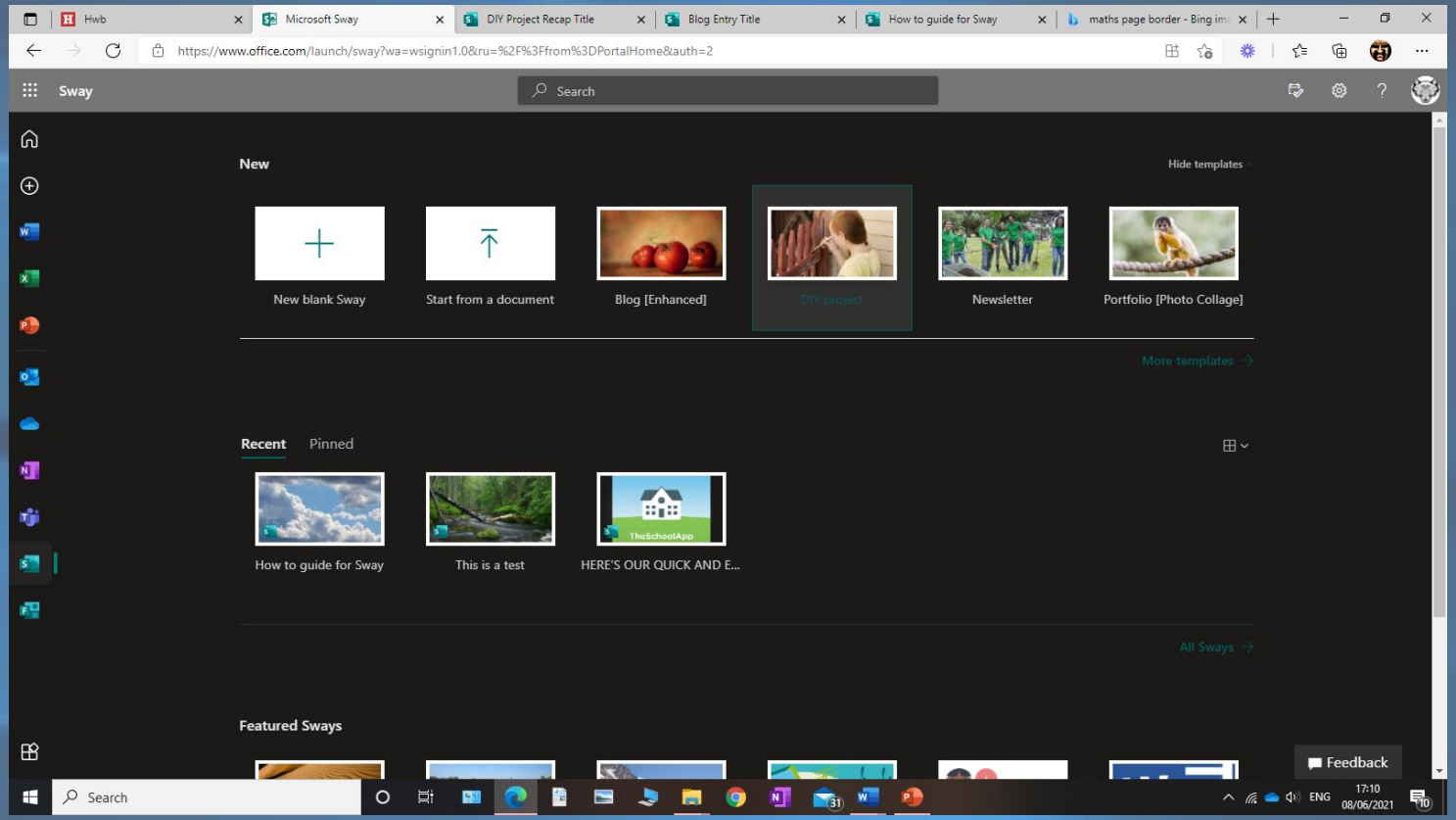
Time to Share

When you are ready for people to view, select Share and do what you need.



Pre-set Layout

If you want the option to have a pre-set layout, choose a template and edit as you want.



Microsoft

