Microsoft

Getting to know

# *Microsoft Word*

PONTARDDULAIS PRIMARY SCHOOL

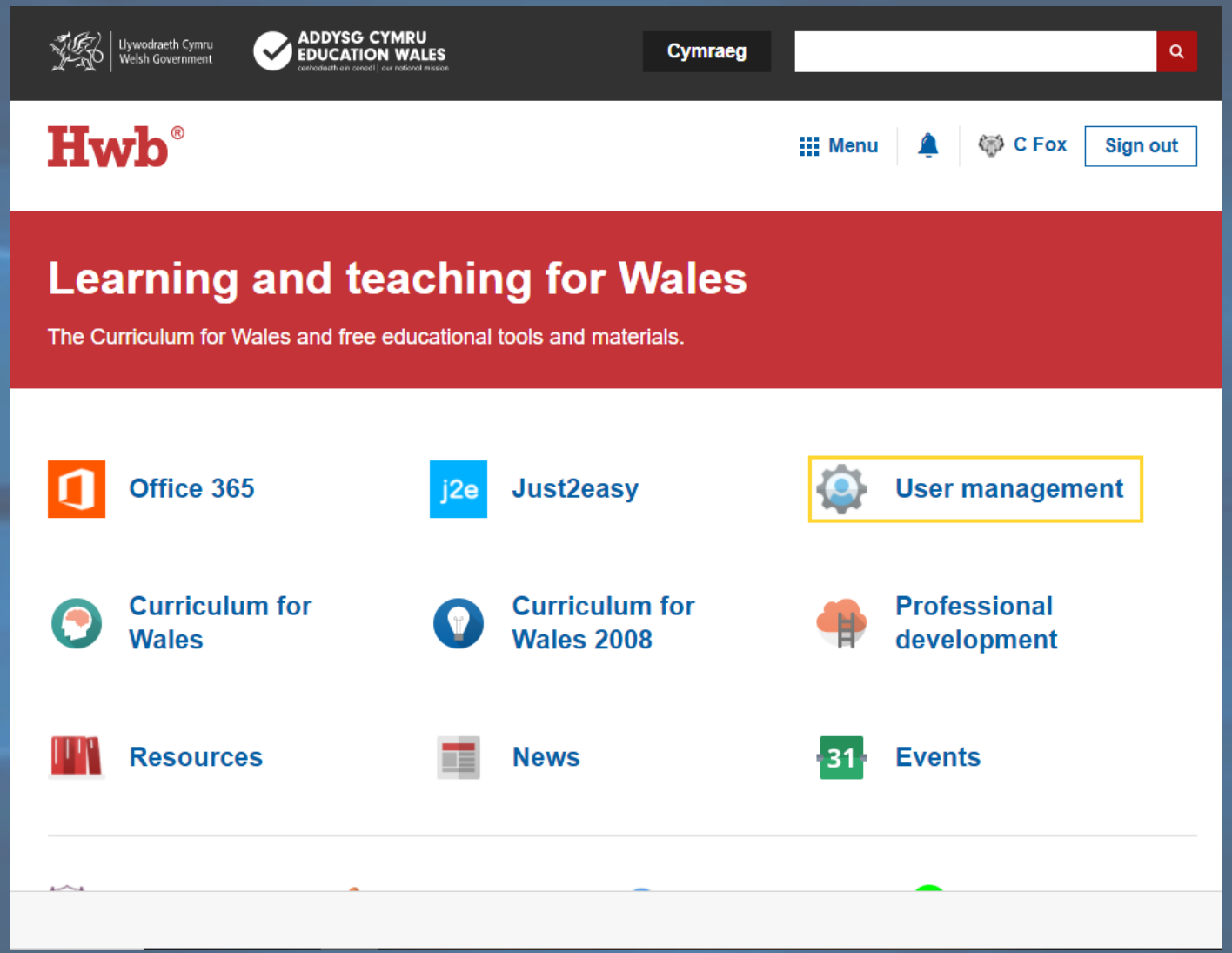
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Please note, this is only for the online version available for Office 365 on HWB

# How to Start

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

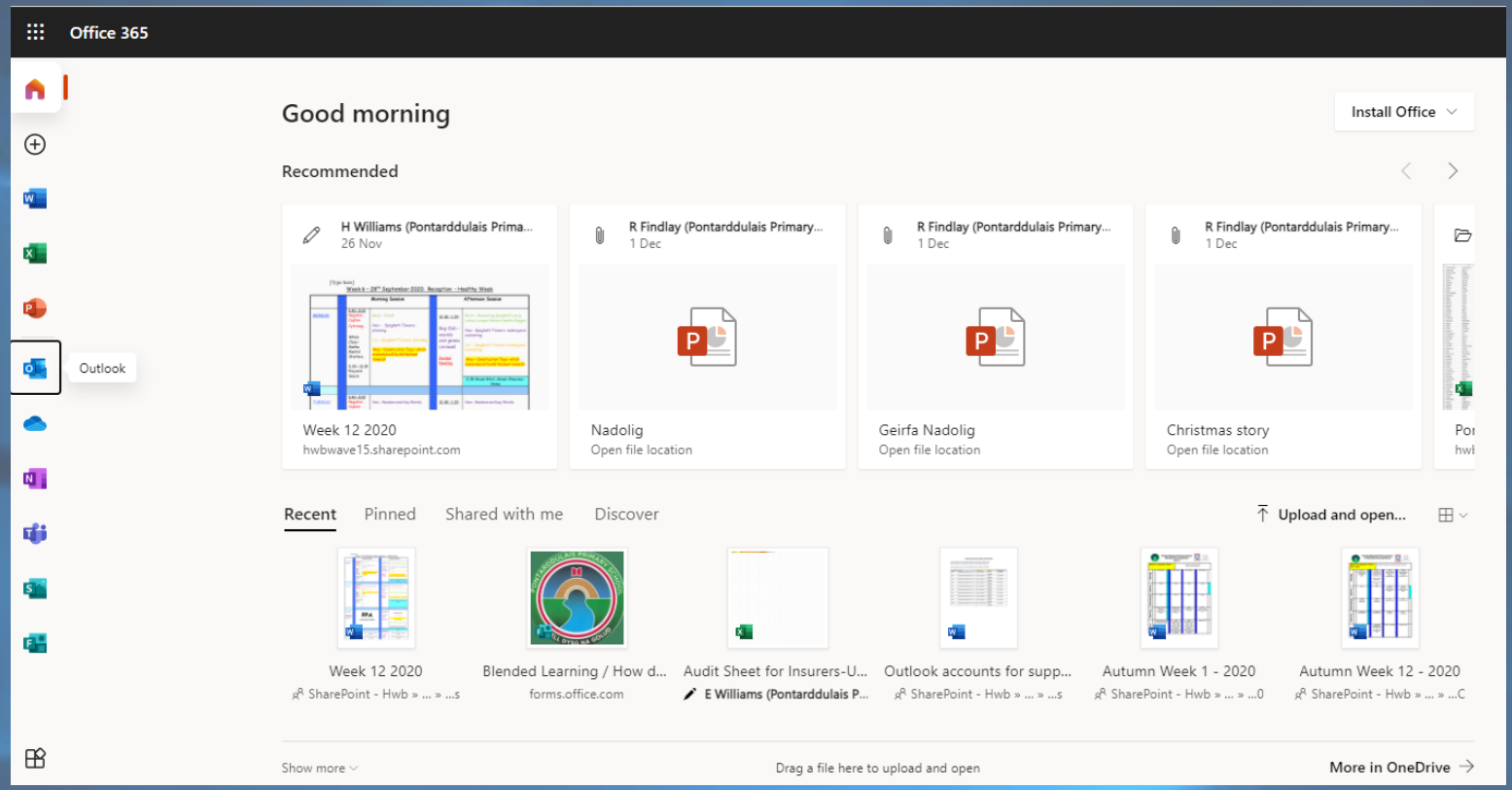
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



# Finding your Office

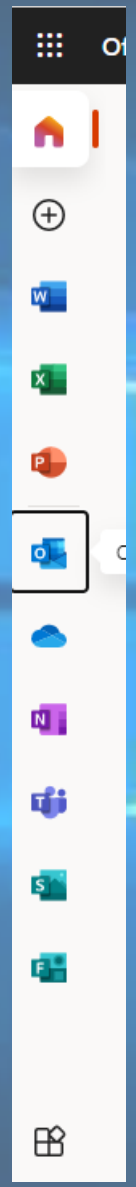
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

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.



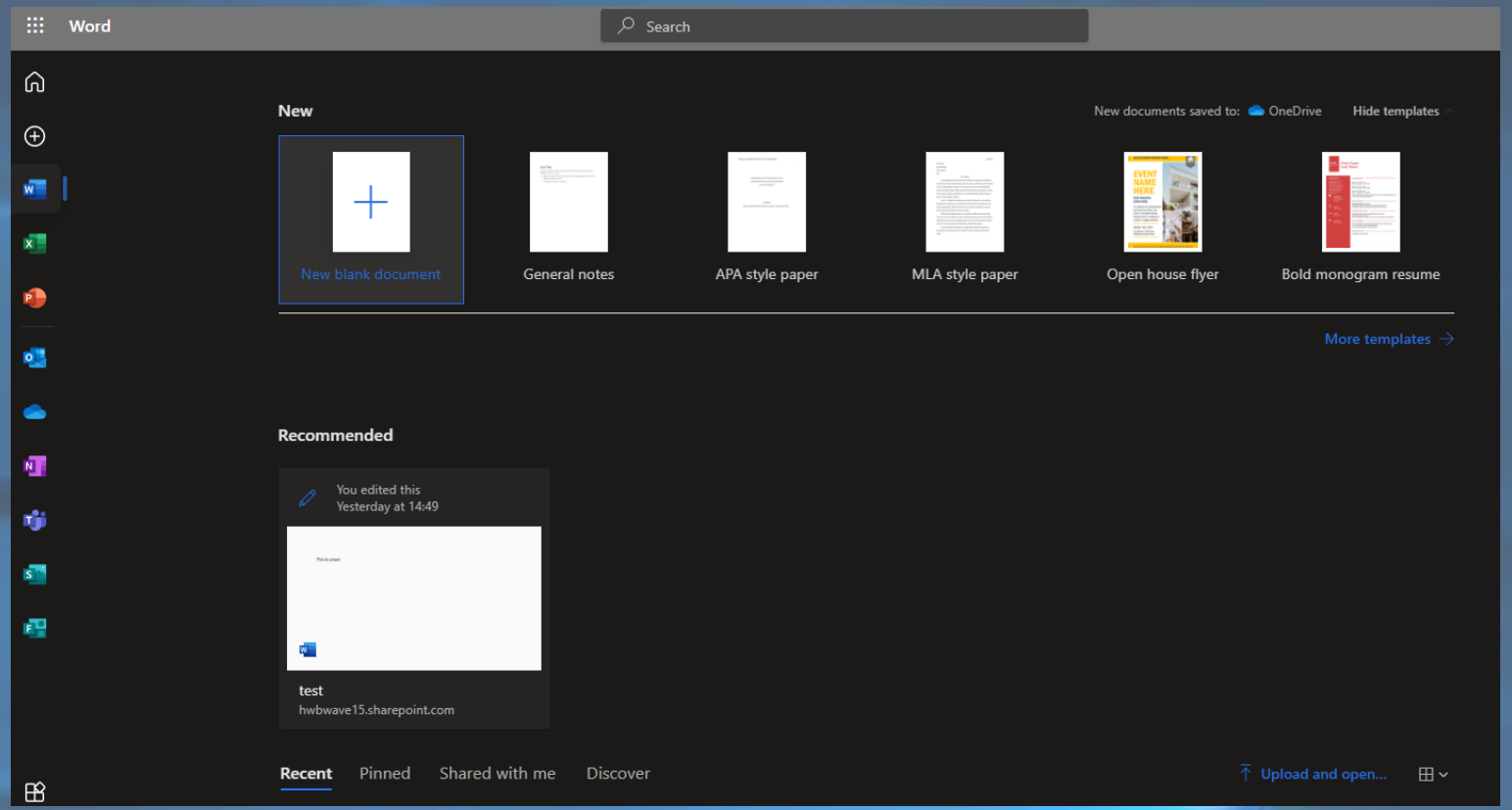
# A Word of Advice

Word is often the first on your list, shown by a blue page with a W.



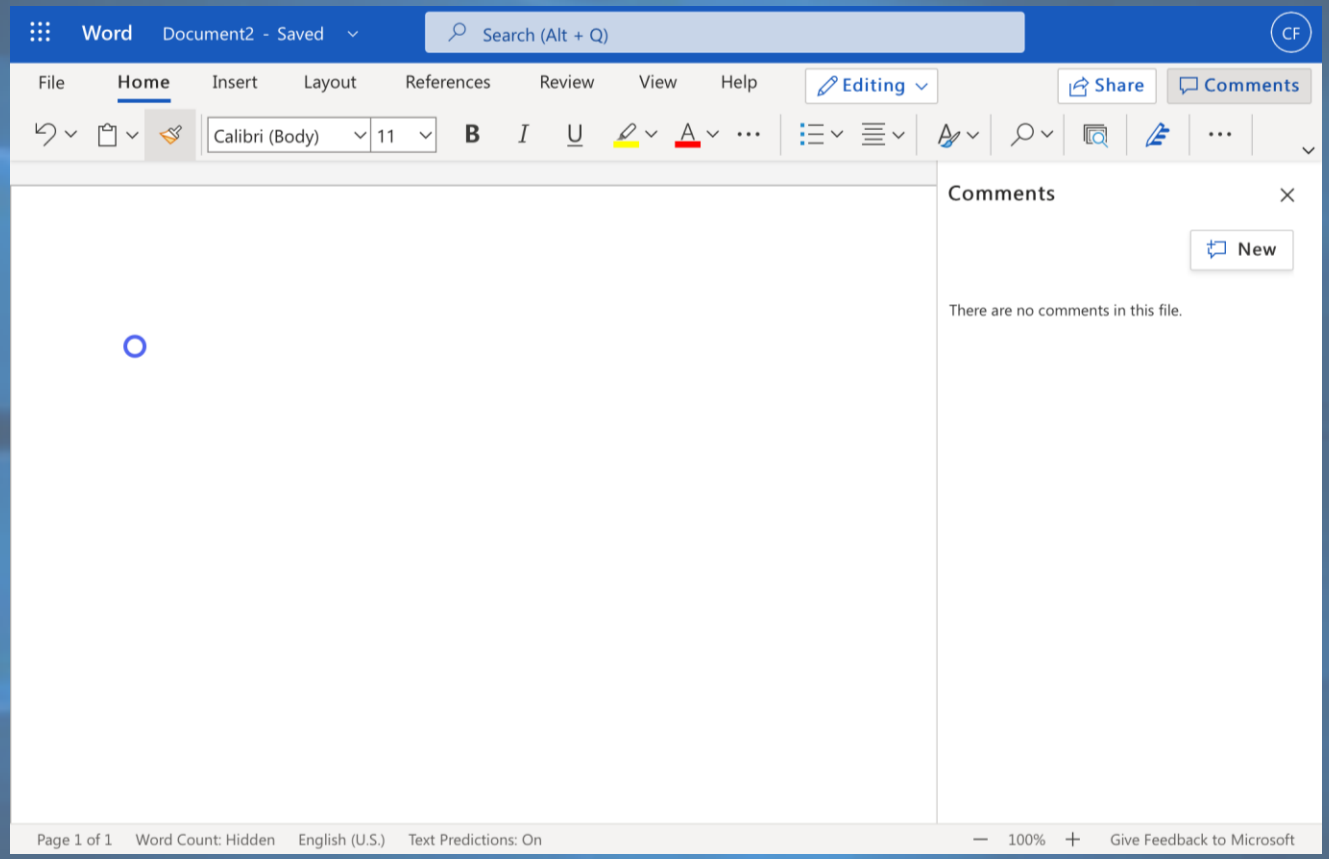
# Word Homepage

This is your Word homepage. You can select a new document, choose a template, find work you have done or have been shared to you. In the top right you will see that all your work is saved to your OneDrive. You can also access the other apps by selecting one of the icons, or the waffle at the top (this will open another tab)



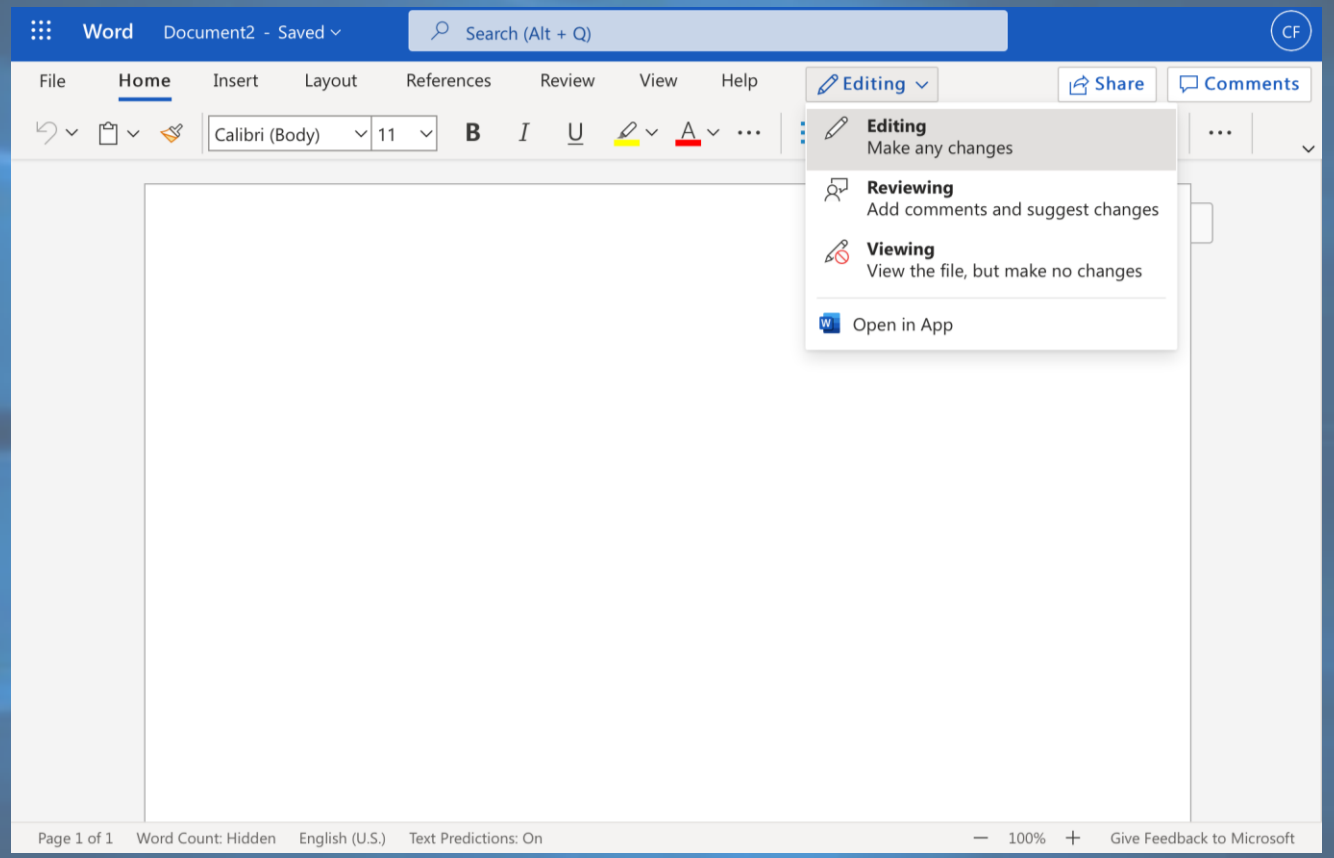
# This is the Word

This is the main page of Word. Here you can set your font style, size, colour, appearance and alignment.



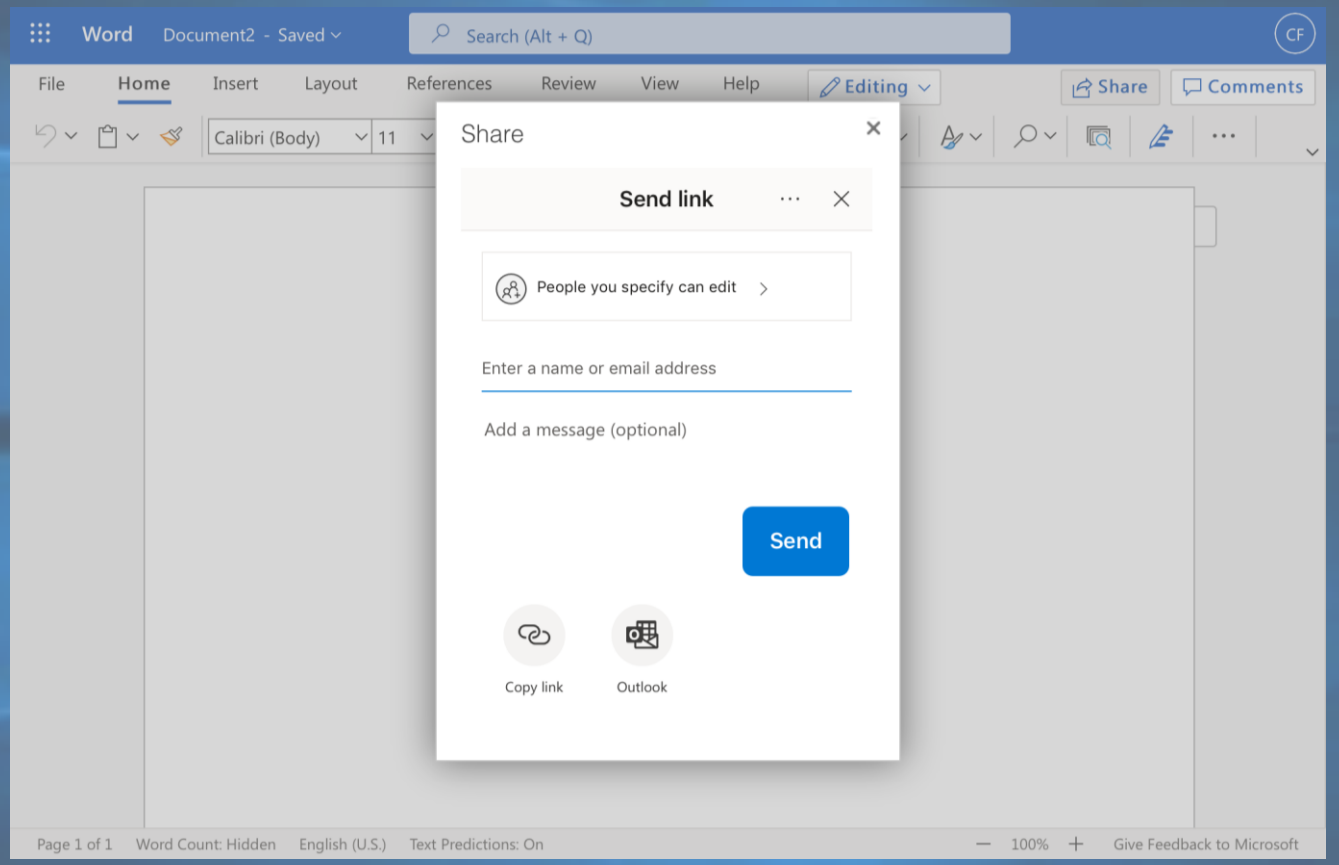
# Have it your Way

You can set your document so that when you share it, the person you are sharing with can edit, review and make comments or just view it. Any comments made or to be made can be done and viewed with the Comments button



# Sharing

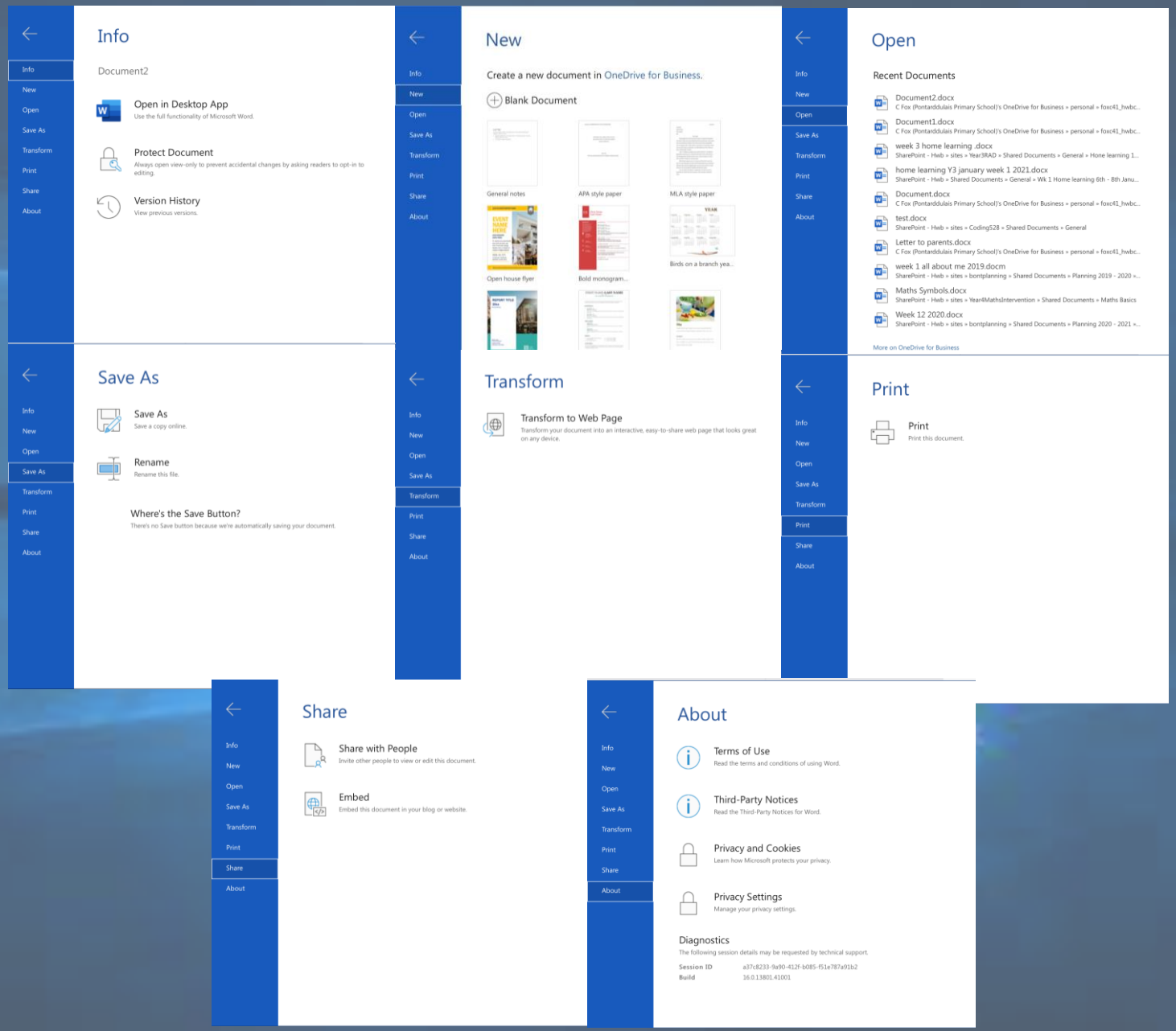
When you click on share, you can allow other people to work on your document. Type in their email address and send a message. In the email, there will be a link, and once that is pressed, access is granted. You can set restrictions to what that person does. Once collaborated, and you allow them to edit, you can see them editing as they do so.



# File

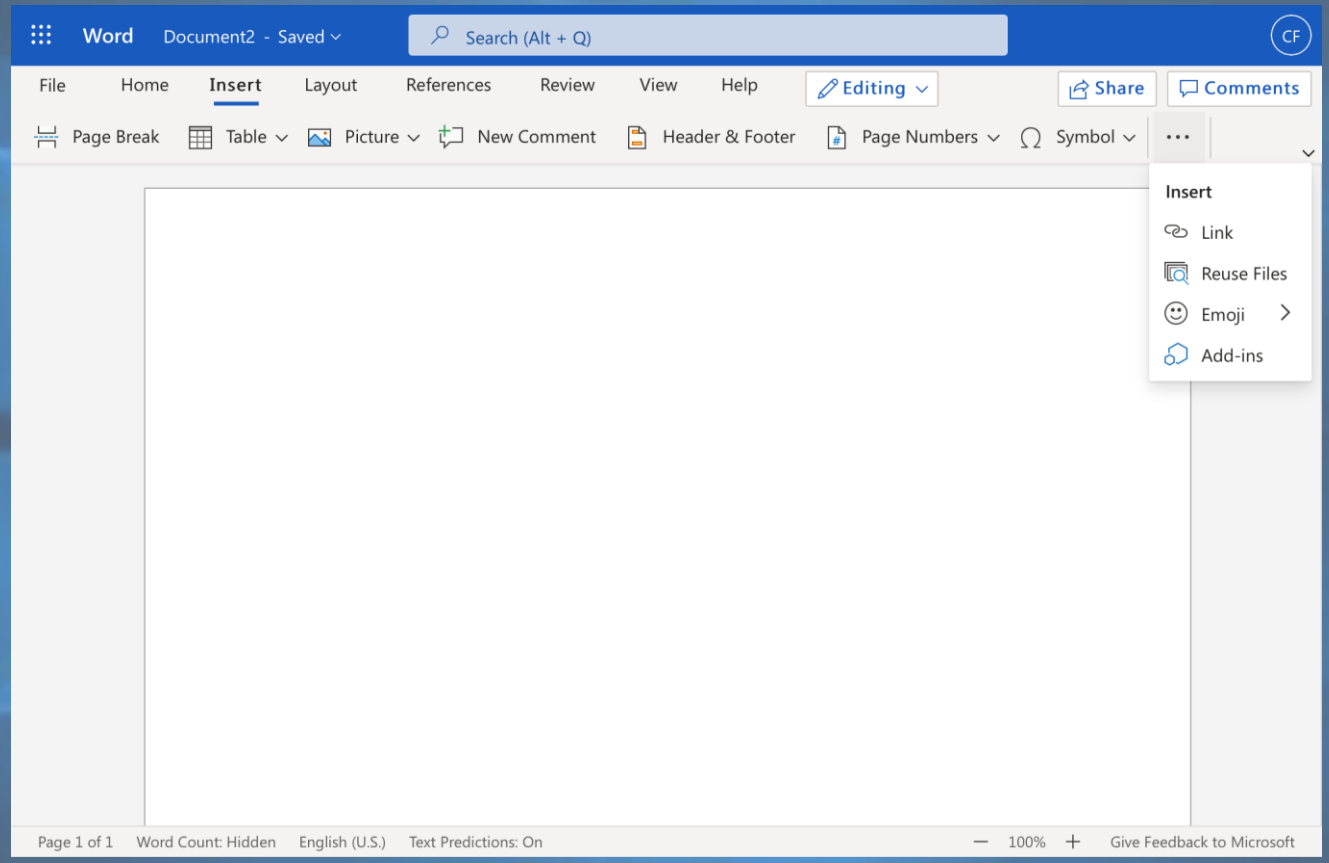
When you click on File, you have many options. You can open a new document, open one already saved under your account, Save as another document or file type and share.

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.



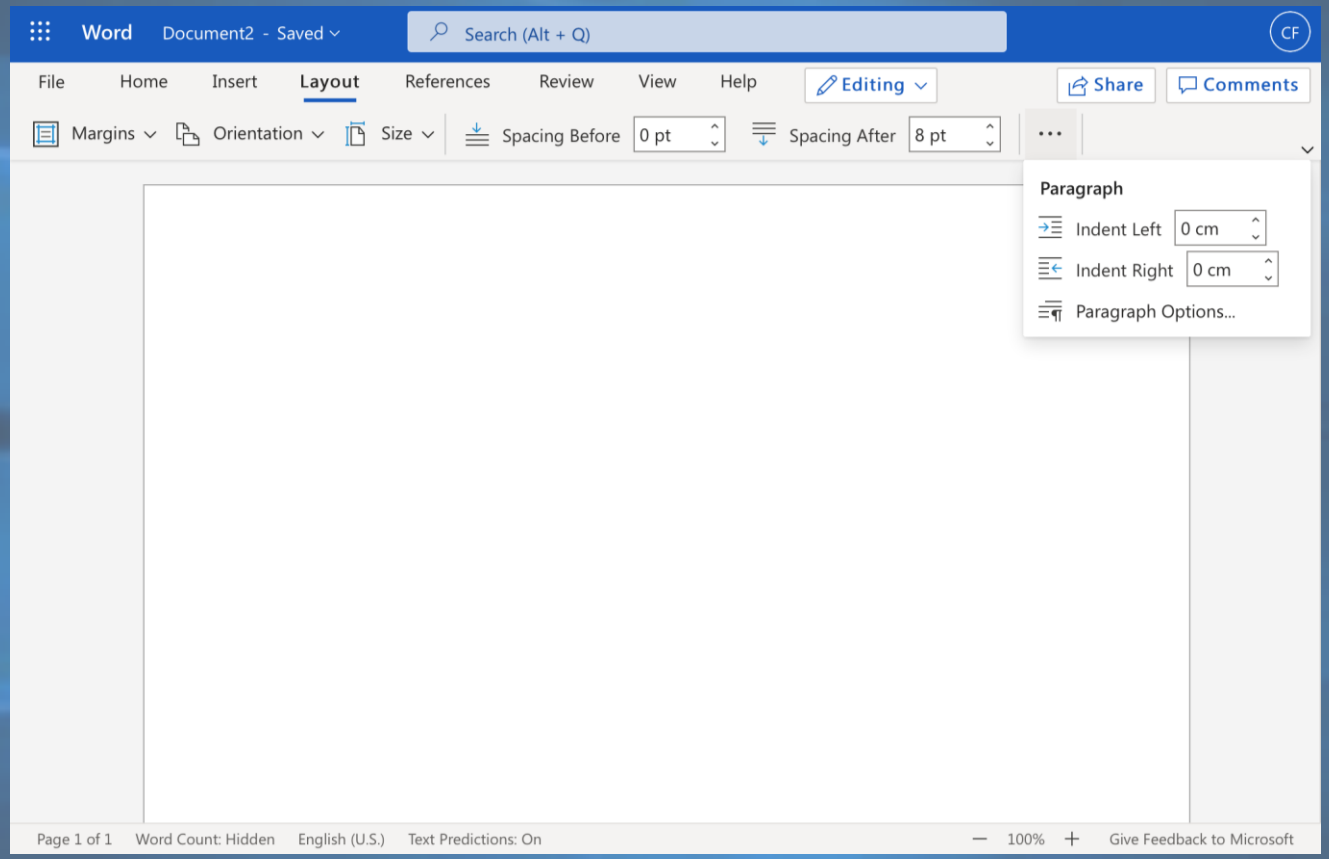
# Insert

Click on insert to add in any other form of media, including hyperlinks to websites or other documents, and edit them here.



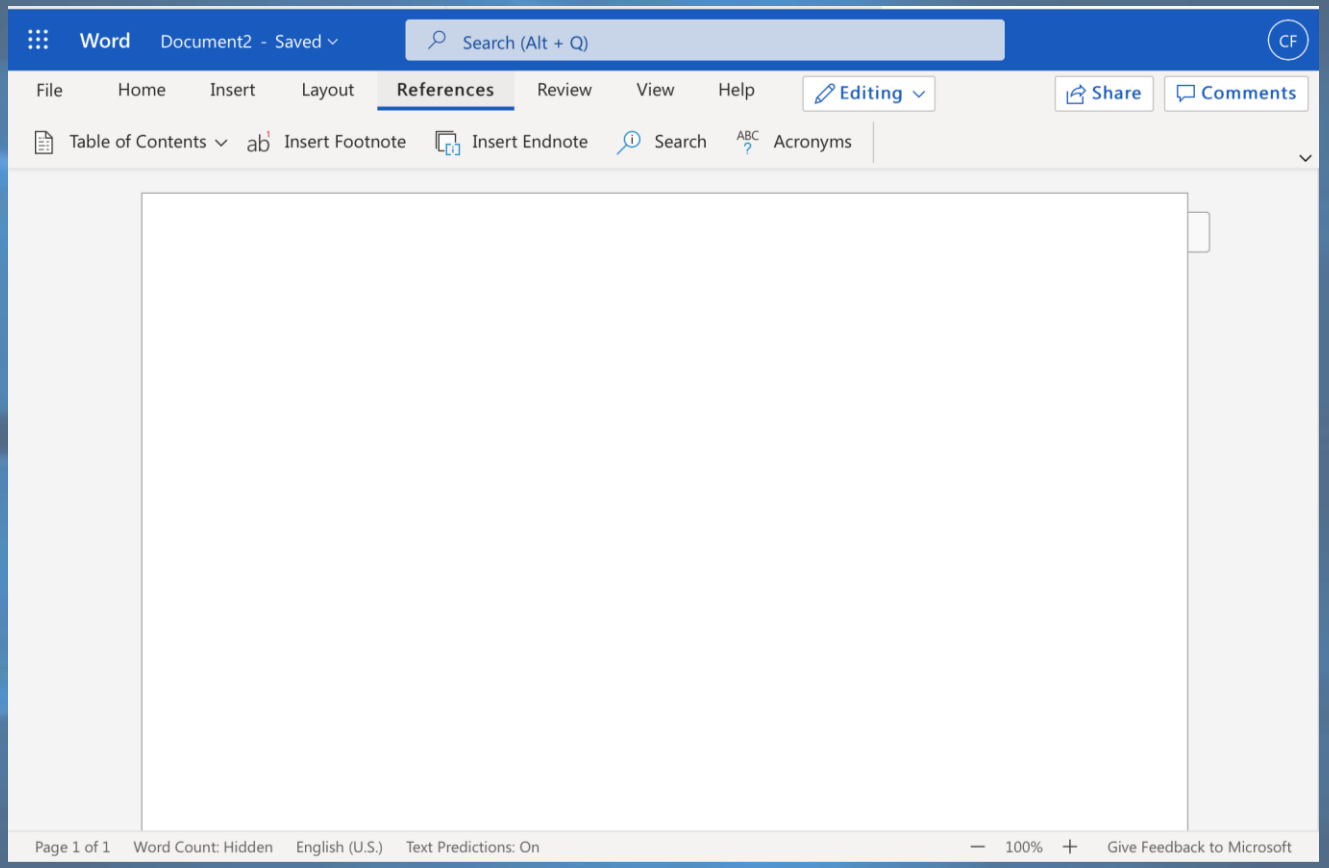
# Layout

Click on layout to change how your document looks, if it is portrait or landscape, how the line spacing works, how big the margins are etc.



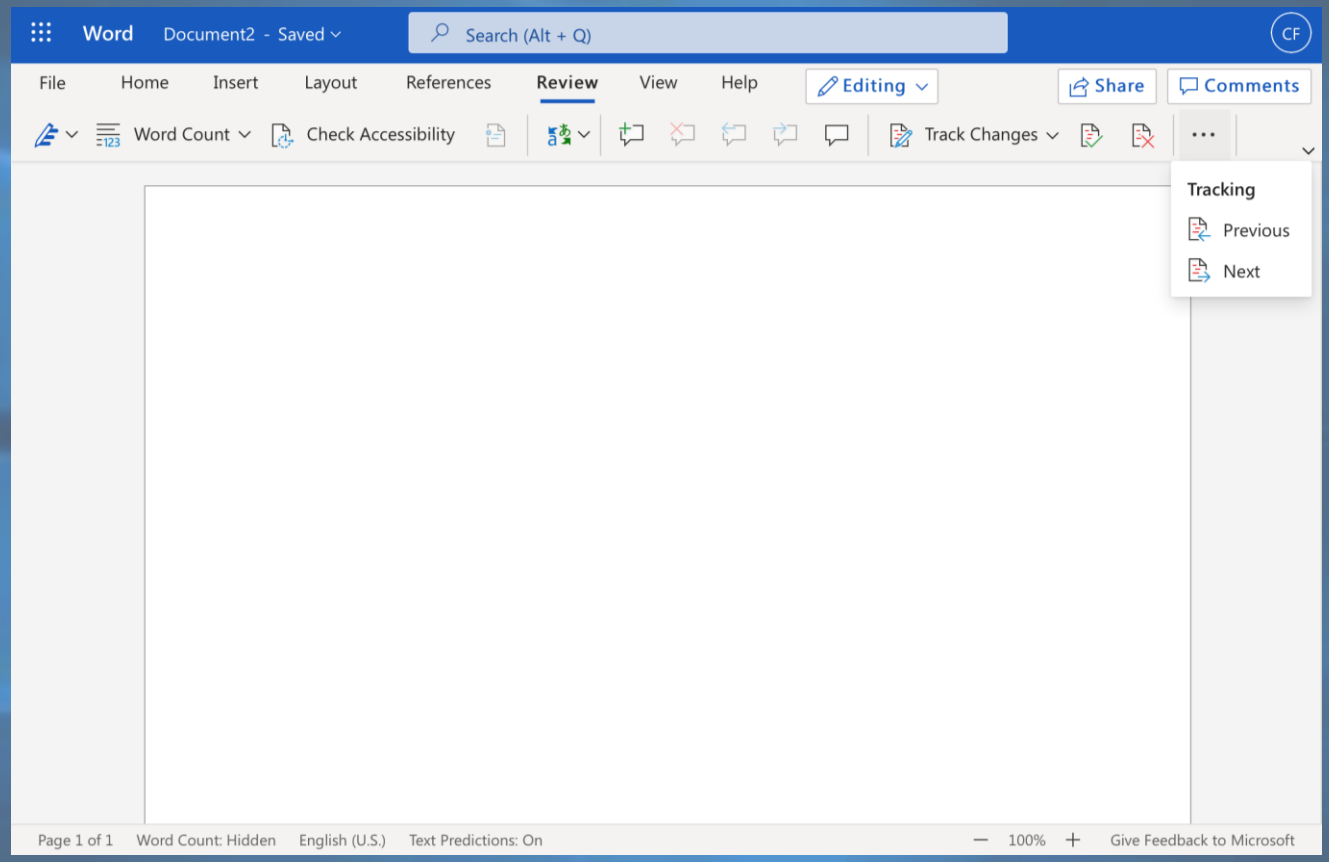
# Reference

You can add on any reference points here to add further explanations to what you are creating.



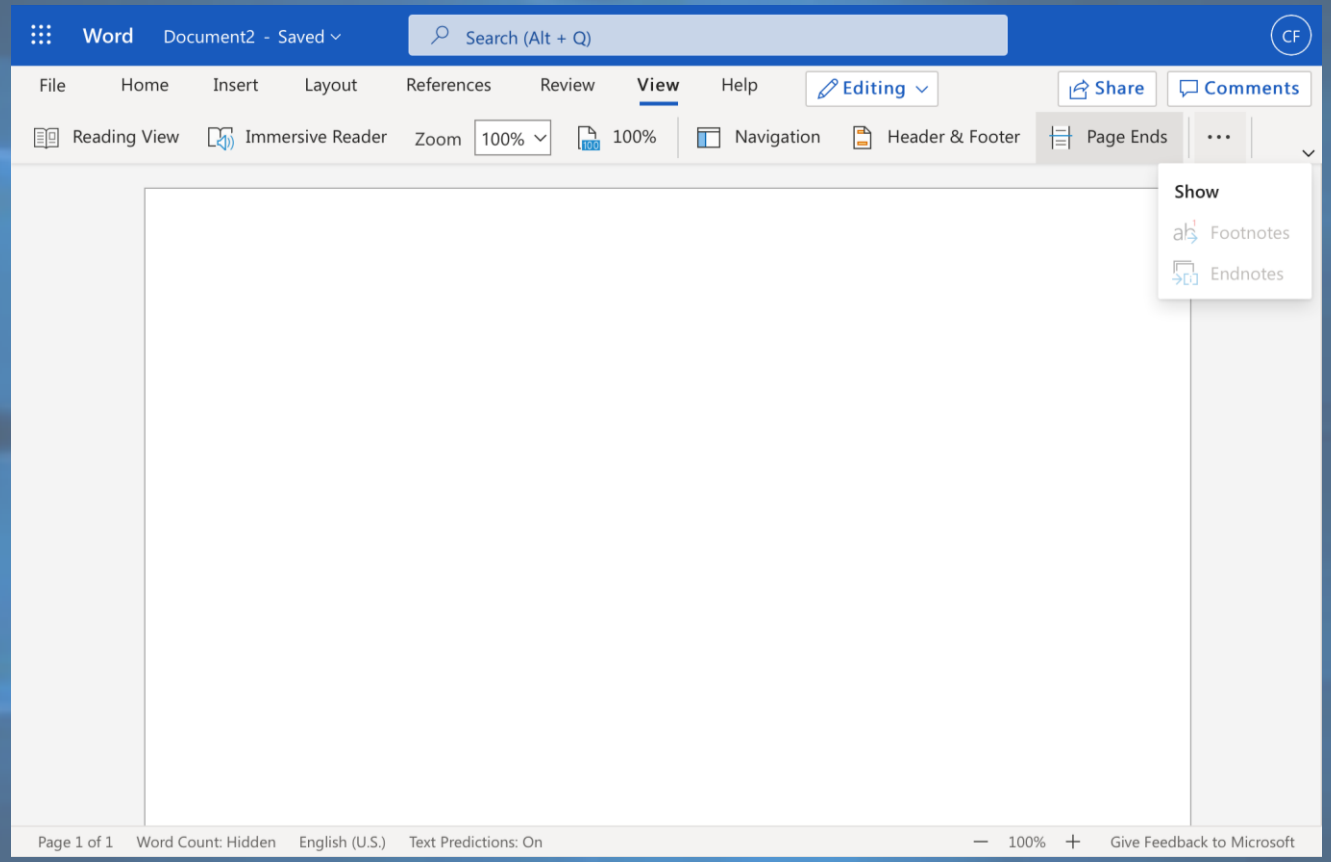
# Tracking

This is very handy for collaborating, especially with teachers, as it will show you all changes being made with notes.



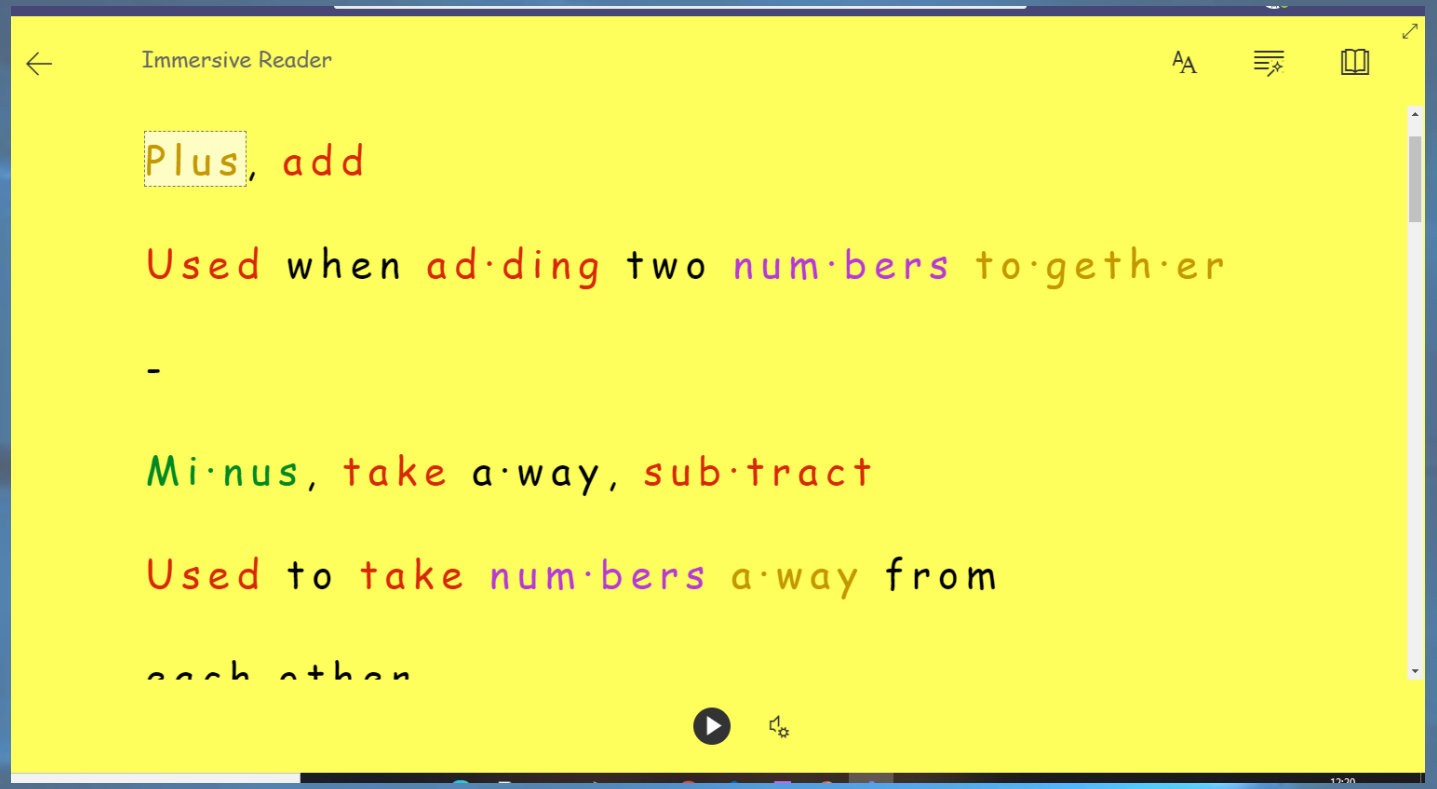
# View

View helps you how you see your document. More importantly, it opens Immersive Reader, which helps anyone with reading or language difficulties.



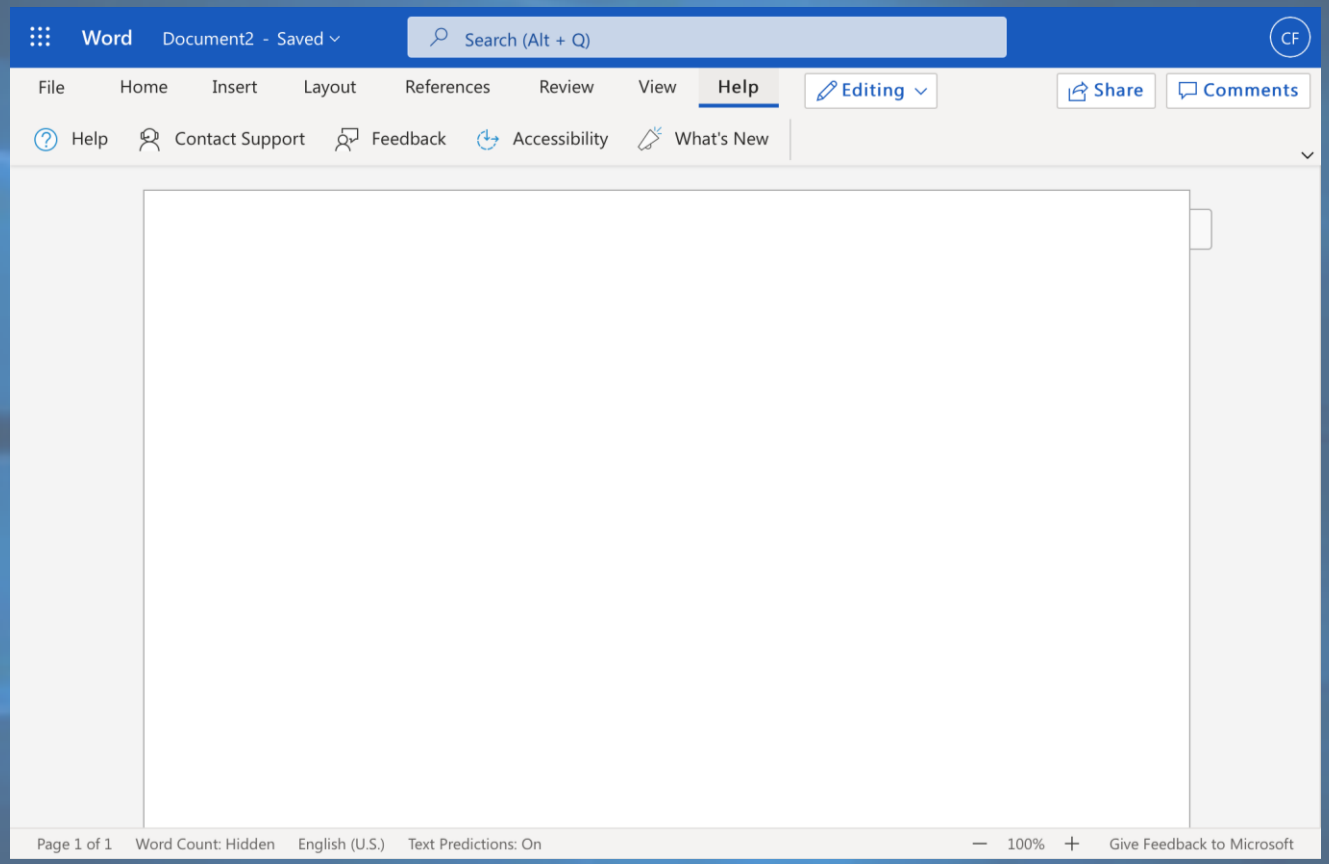
# A Little Help

Here you can break the words up into syllables, show what are nouns, verbs etc, change the background colour and font, change everything into a different language and even have the document read to you.



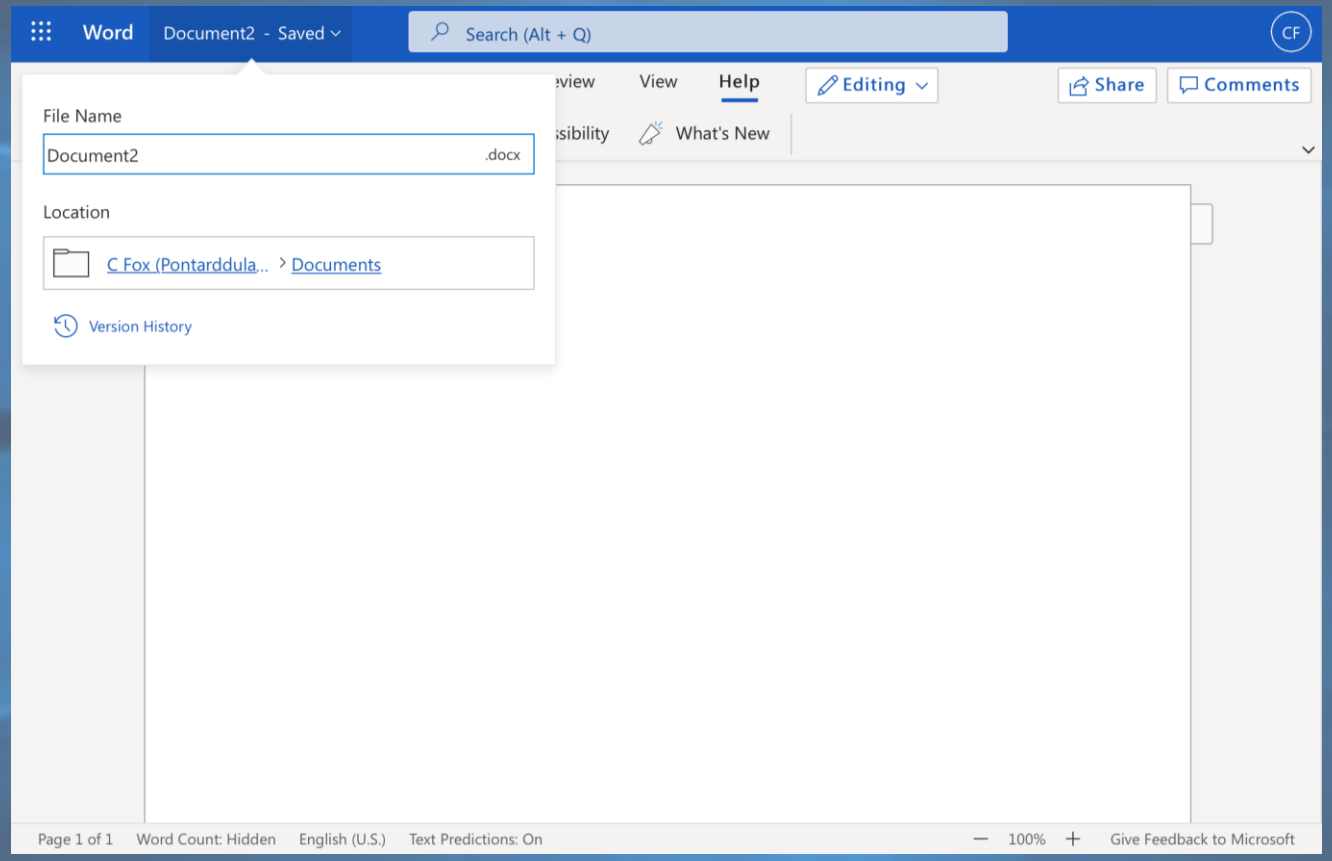
# A Little More Help

You can always contact Microsoft for further advice and leave feedback.



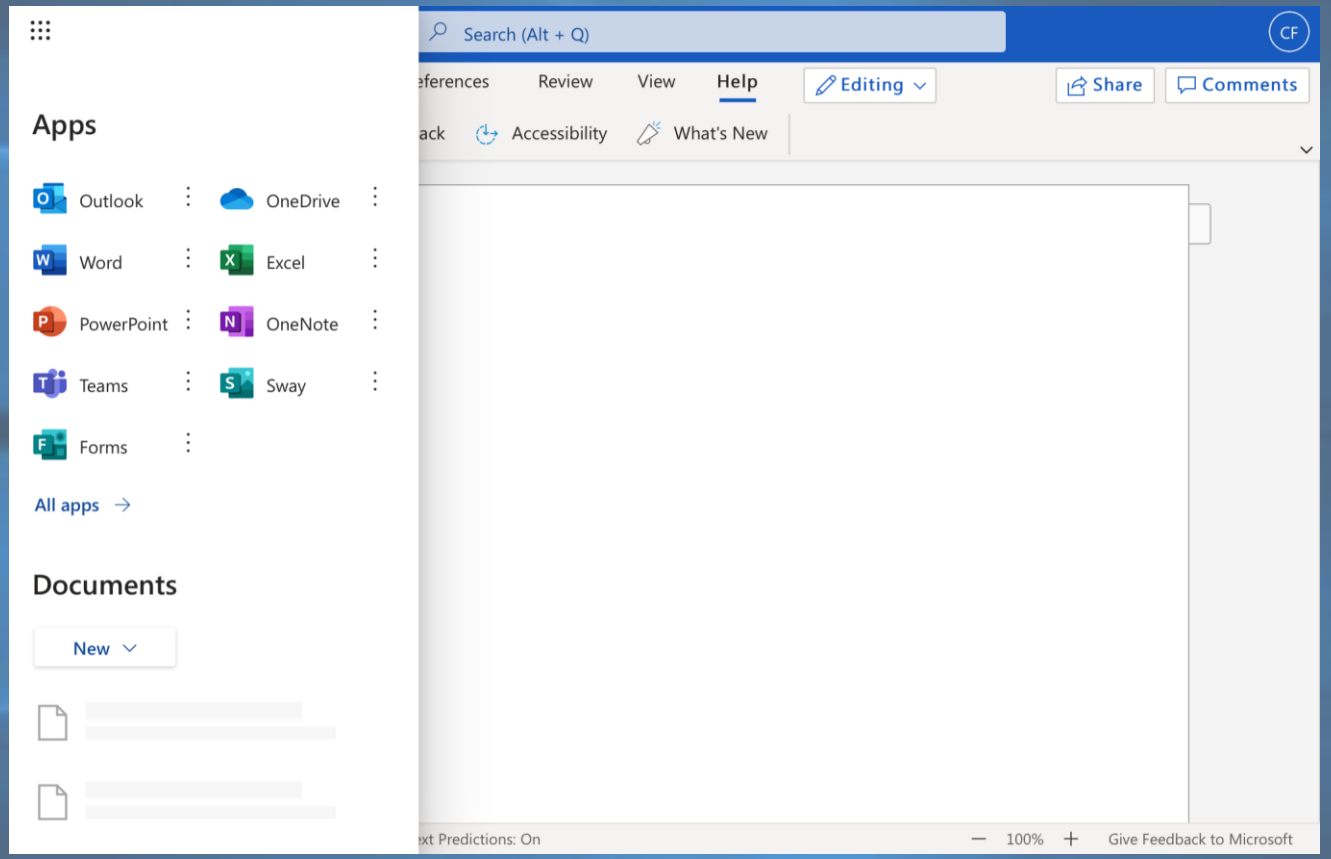
# What's in a Name

By clicking on the title to name document and to see where it is stored.



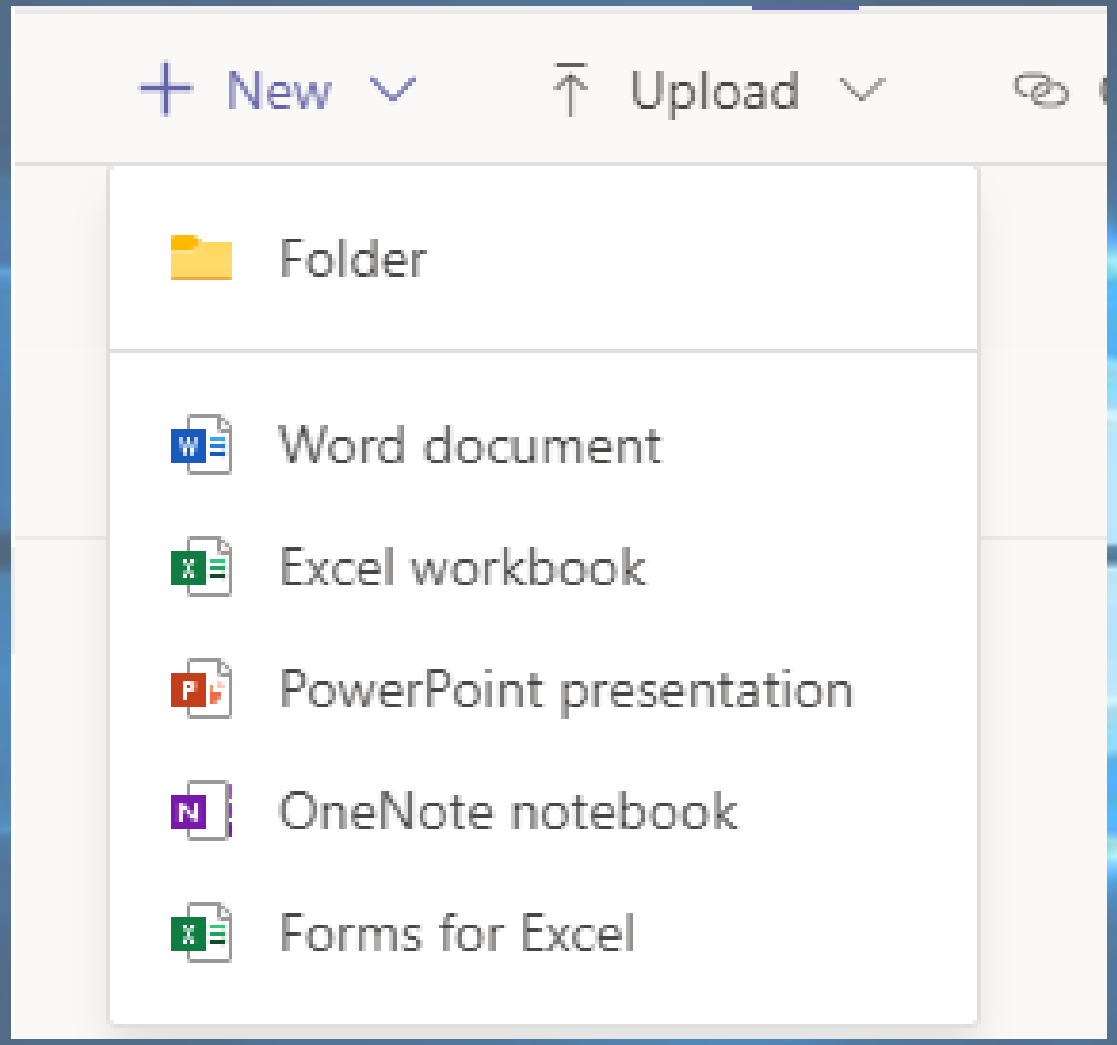
# More Apps

Click on the Waffle at the top to access more apps or documents quickly.



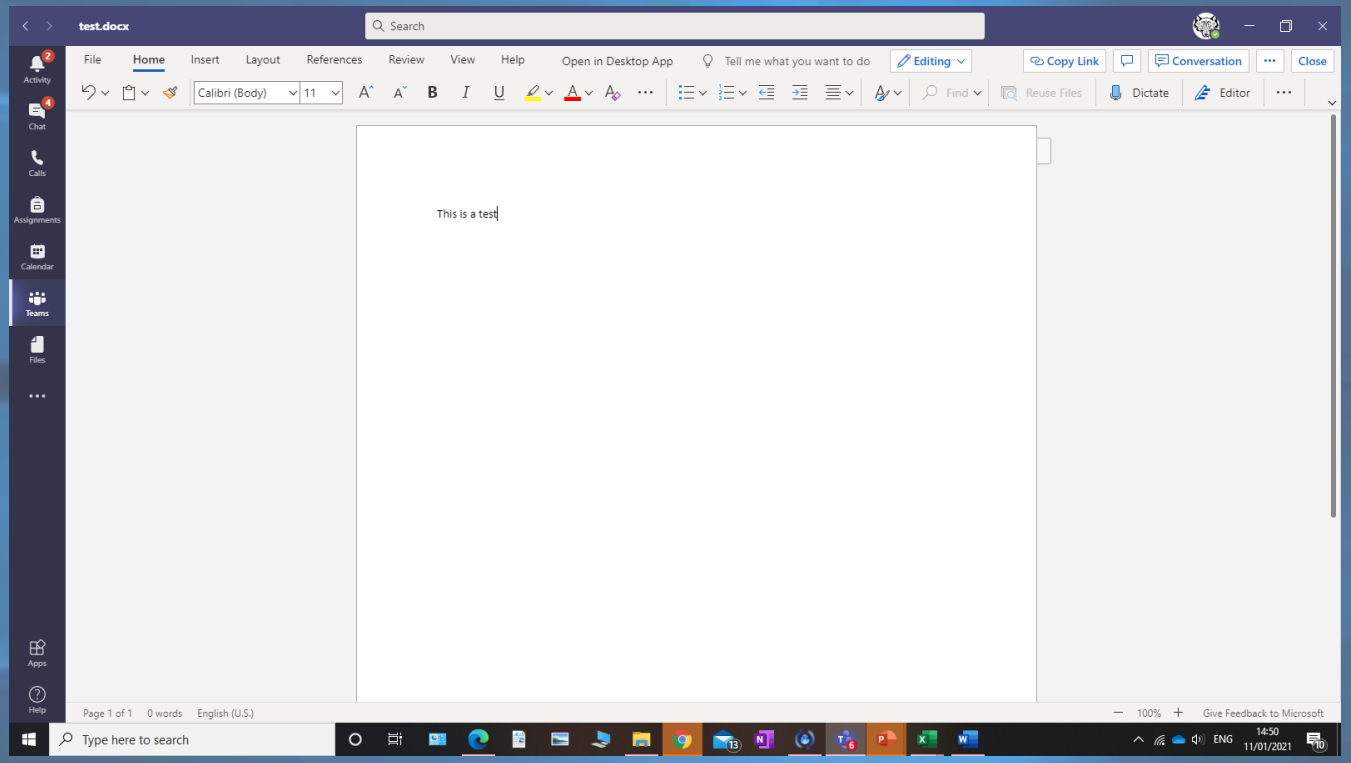
# Saving Time

To save time in uploading, you can create a Word Document within your Teams without having to use the main Office homepage by selecting New in the Files section.



# Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.




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