



Microsoft Office Online



INFocus COURSEWARE

Product Code: INF1421

ISBN: 978-1-925121-42-1

❖ General Description

The skills and knowledge acquired in **Microsoft Office Online** are sufficient to be able to use and operate the applications in the Microsoft Office Online suite effectively including how to access the applications, create and share files, use the applications in conjunction with other programs and services and much more.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand what **Office Online** is and how to access it
- understand and access **Office Online** to create, save and edit common **Microsoft Office** documents
- understand **Word Online** and how to use it
- work with more advanced features of **Word Online**
- understand **Excel Online** and how it can be used
- work with more advanced features of **Excel Online**
- access and navigate **PowerPoint Online**
- work with the advanced features of **PowerPoint Online**
- understand and work with **OneNote Online**

❖ Prerequisites

Microsoft Office Online assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and internet browsers.

❖ Topic Sheets

88 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Thursday, April 30, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

Introduction to Office Online

- Working in the Cloud
- Understanding Office Online
- Office Online and Office 365
- Accessing Office Online From the Home Page

Starting With Office Online

- Accessing OneDrive
- The OneDrive Screen
- Uploading Files
- Opening Files From OneDrive
- Editing OneDrive Files
- Deleting Files
- Creating a New Document
- The Office Online Screen
- Understanding the Backstage
- Saving a Document
- Reading View vs Editing View
- Opening an Existing Document
- Working Collaboratively
- Accessing Desktop Version in Office Online
- Using Tell Me What You Want to Do

Starting With Word Online

- Performing Basic Editing
- Understanding Font Formatting
- Basic Font Formatting
- Creating Lists
- Applying Styles to Text
- Printing a Document

Working With Word Online

- Inserting Pictures
- Inserting Online Pictures
- Inserting Headers and Footers
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers
- Inserting Page Breaks
- Inserting and Selecting Tables
- Working With Columns and Rows
- Formatting Tables
- Working With Footnotes
- Working With Endnotes
- Inserting Comments
- Working With Comments

Starting With Excel Online

- The Excel Online Screen
- Selecting in Excel Online
- Applying Basic Font Formatting
- Applying Alignment
- Applying Number Formatting
- Understanding Data Editing
- Inserting and Deleting Cells
- Understanding Formulas
- Editing Formulas in a Workbook

Working With Excel Online

- Inserting Tables
- Inserting Charts
- Working With Chart Labels and Axes
- Creating Surveys
- Sharing Surveys
- Editing Surveys
- Inserting Comments
- Working With Comments

Starting PowerPoint Online

- The PowerPoint Online Screen
- Creating a Presentation
- Working With Slides
- Adding Text to Slides
- Adding a Theme

More PowerPoint Online

- Inserting Shapes
- Inserting Pictures
- Formatting Pictures
- Inserting SmartArt
- Formatting SmartArt
- Transitions and Animations
- Changing the View
- Presenting a Slide Show
- Inserting and Replying to Comments
- Working With Comments

Starting With OneNote Online

- Creating a New Notebook
- The OneNote Online Screen
- Working With Sections and Pages
- Organising Pages
- Adding Text in Note Containers
- Inserting Tables
- Inserting Pictures and Clip Art
- Printing in OneNote Online

