



**HOLY TRINITY**  
CATHOLIC SCHOOL



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# **Office 365**

## **Word Online**

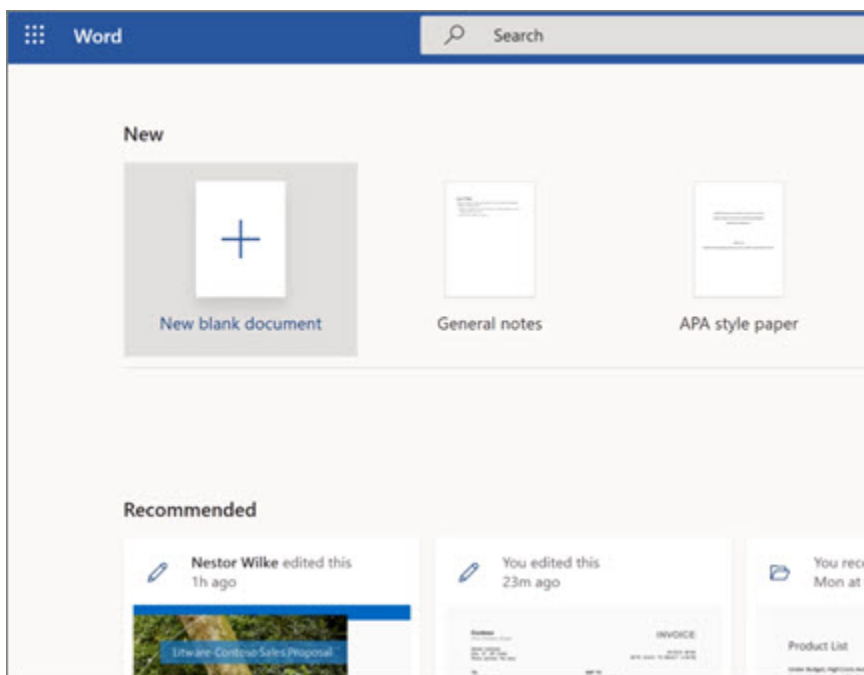
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## *Create and open a document*

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Sign into Office 365 on a computer or tablet by opening a web browser.

- Go to <http://portal.office365.com> to sign in.
- Type your email address and password, and then select **Sign in**.
- Select Word

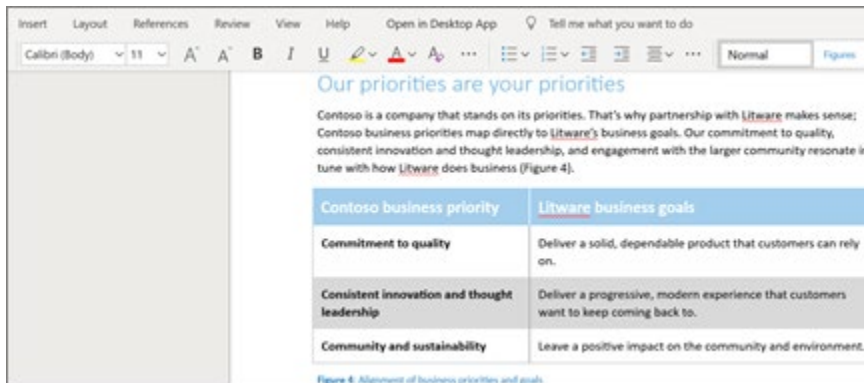


- Select the title at the top and type a name.
- Your changes are saved automatically in Word for the web.

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## Add and format text in Word Online

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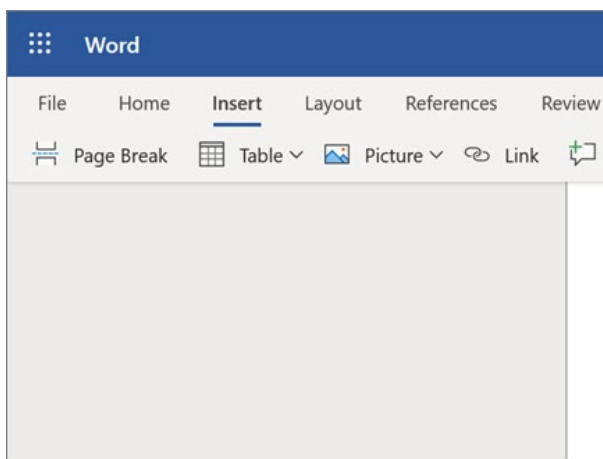


- Place the cursor in your document and type some text.
- Select the text and change the:
  - Font - font, font size, bold, italics, underline, and colour
  - Paragraph - bullets, numbering, alignment, line, and paragraph spacing
  - Styles - headings, titles, subtitles

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## Add pictures, online pictures, and tables

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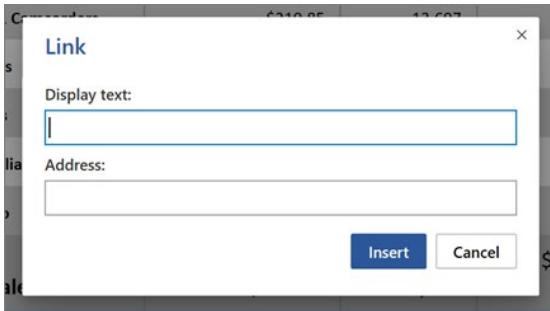


- Select the Insert tab.
- Select what you want to insert:
  - Table - select Table and then select the table size you want.
  - Picture - select Picture and choose where to insert a picture from:
    - This Device - Browse for the picture you want and select Open.
    - Bing - Type and search for the picture you want, choose one, and select Insert.

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## *Add a link*

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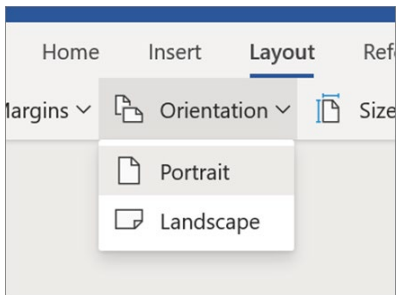


- Select some text.
- Select Insert > Link.
- For Display text, type the text you want the link to display.
- For Address, enter the URL.
- Select Insert.

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## *Change the layout*

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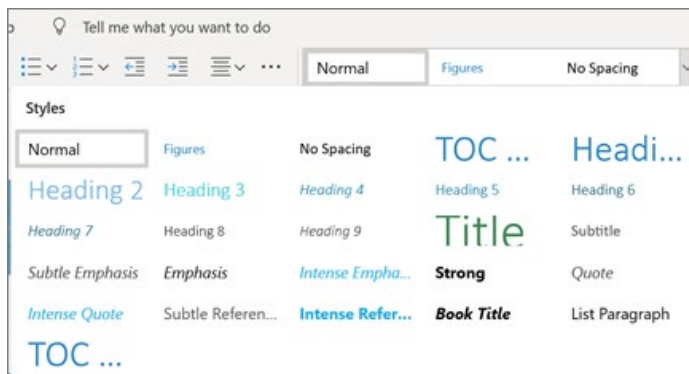


- Select the Layout tab.
- Select what you'd like to change:
  - Margins
  - Orientation
  - Size
  - Paragraph Options - indent, spacing

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## Use Styles

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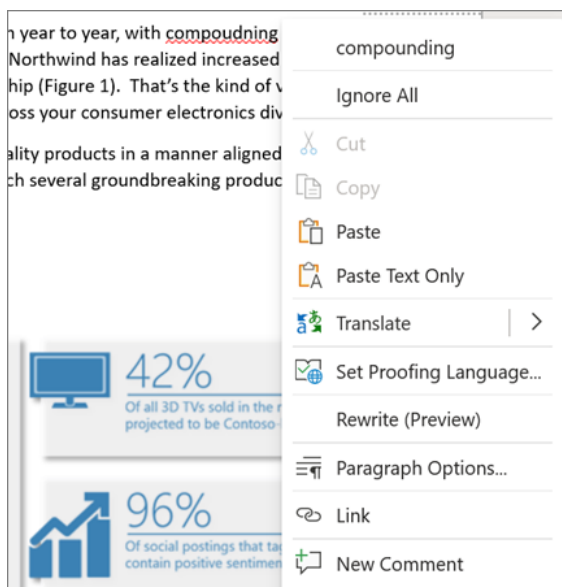
Use Styles to apply a consistent font, font size, font colour, and spacing throughout your document.

- Select the words, paragraph, list, or table that you want to apply a style to.
- Select the style you want.

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## Check spelling

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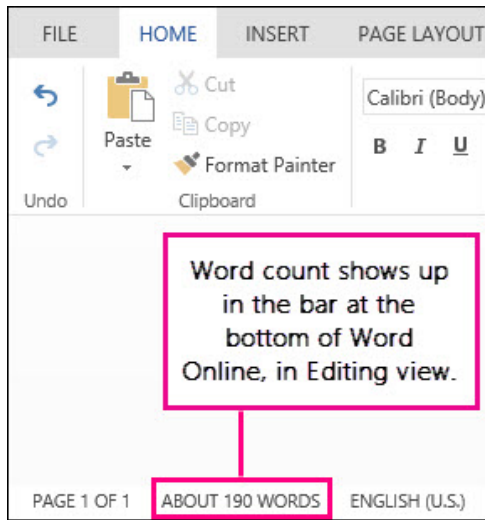
Word for the web automatically checks spelling and shows misspelled words with a red squiggly underline.

- Right-click the misspelled word.
- Select the correct spelling or select Ignore All.

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## Show word count

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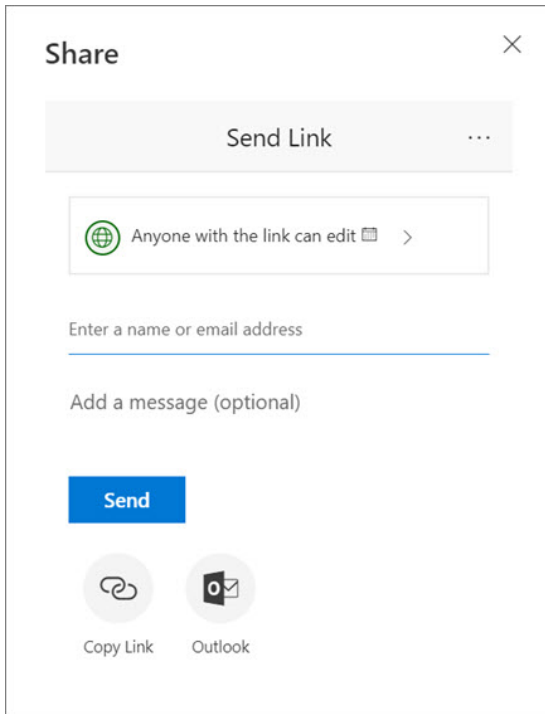
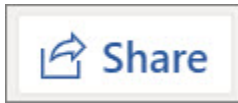


Word counts the number of words in a document while you type. Word also counts pages, paragraphs, lines, and characters.

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## Share and collaborate with Word for the web

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- Select Share.
- Set the permissions you want.
- Enter the names or email addresses of who to share with.
- Add a message (optional).
- Select Send.