# Get it done from anywhere

## Office, Office Online, and OneDrive

Training Deck
Microsoft Corporation

Office 365

# Get it done from anywhere

Install Office

Open Word, Excel, or PowerPoint and create a file

Save, edit, and share documents

View Office documents on a mobile device

Use OneNote from anywhere

Get it done quickly with Office Online

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# Install Office

Before you continue, install Office on your computer or mobile device (if you haven't already).

- Install Office using Office 365 for Business
  **(log in using your email and NetID password)**

- Install apps on your mobile devices
  **(log in using your email and NetID password)**

Office includes the apps you may already know, such as Word, Excel, PowerPoint, and OneNote.

Word

Excel

PowerPoint

OneNote

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# Open Word, Excel, or PowerPoint and create a new document

Open a Word, Excel, or PowerPoint document and see how easy it is to start working with Office 365.

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# Find and open Word, Excel, or PowerPoint

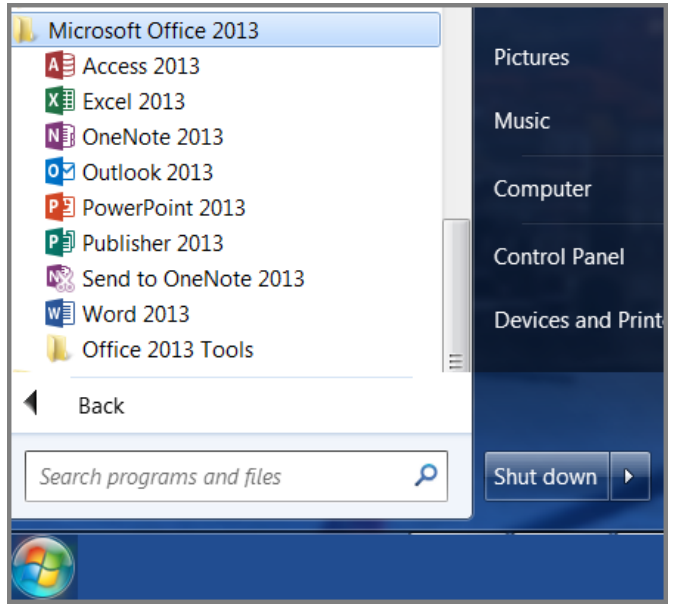
Where you find your Office desktop apps depends on which version of Windows you are using on the computer you installed Office on.

In Windows 8, select **Start** ⊞ and scroll to see the apps page on the **Start** screen.

Need help?

See Can't find Office in Windows 8?

In Windows 7, select **Start** > **Programs** > **Microsoft Office 2013**.

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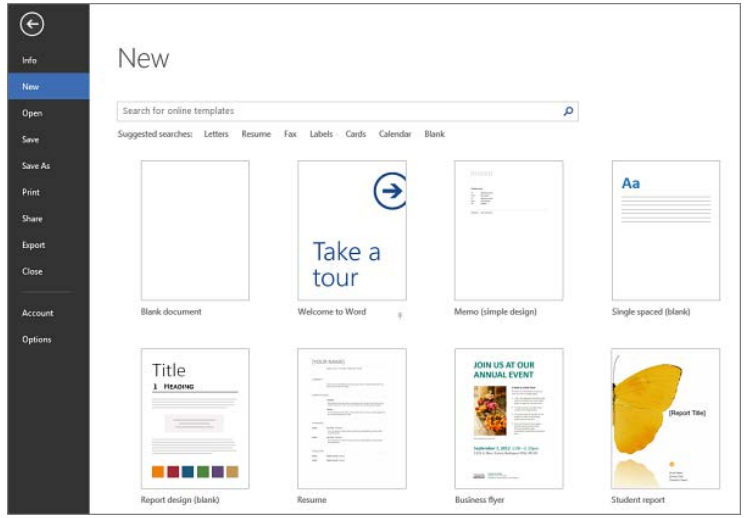
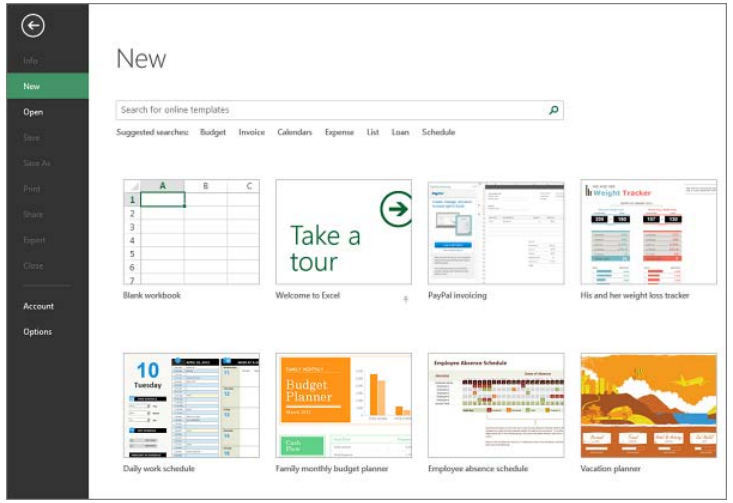
# Create a new Word, Excel, or PowerPoint document

When you first open Word, Excel, or PowerPoint, choose a template and begin adding your content.

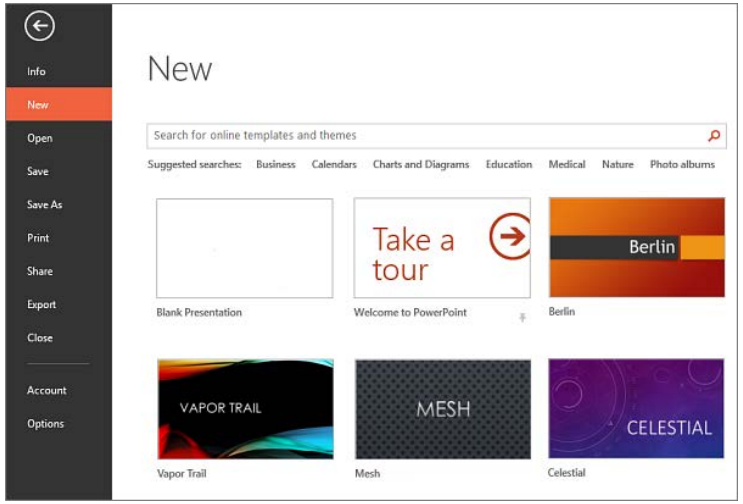
To design your own file, choose Blank Document, Blank Workbook, or Blank Presentation.




Word




Excel




PowerPoint

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# Save and share Office documents from anywhere

In Office 365, you can save your files to your OneDrive for Business library or to a library in a team site. Once you do that, you can access your files from different devices.

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# OneDrive

Before you save your file, decide whether it makes more sense to save it to your OneDrive for Business library.

Use **OneDrive for Business** when:

- You don’t plan to share your document
- You want to limit who can see or edit your document
- You don’t know which team site to choose or you don’t have a team site available

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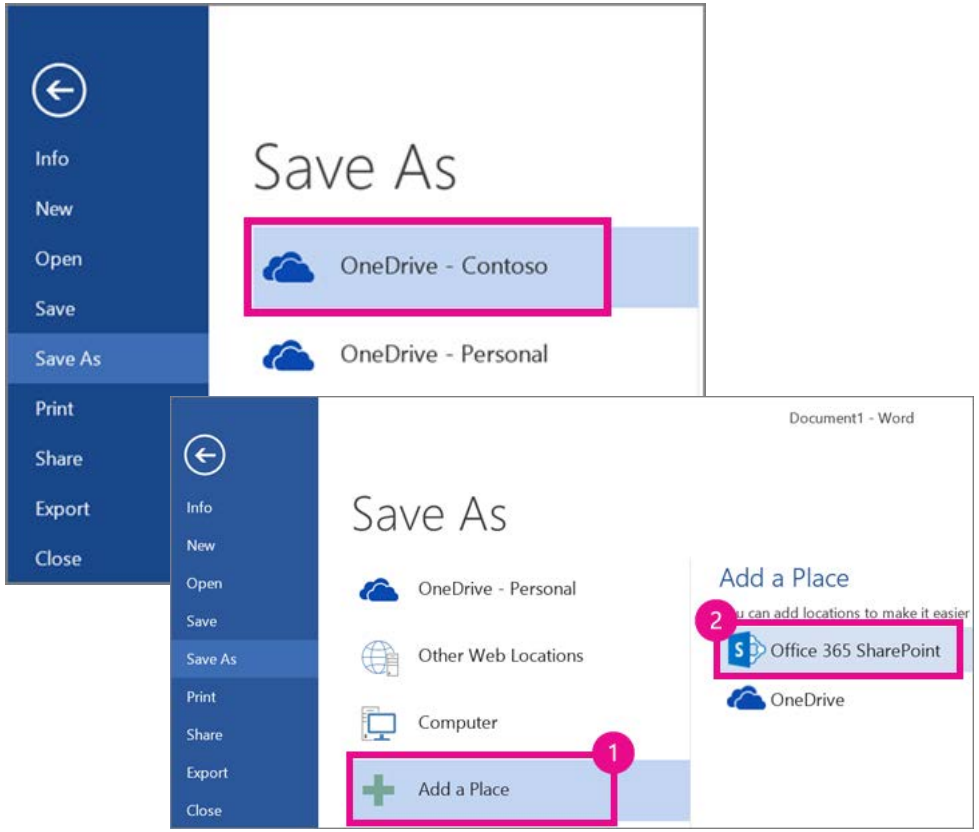
# To save your document to OneDrive for Business

In your file, choose **File** > **Save As** > **OneDrive - YourCompanyName**.

If this is your first time saving an Office document to OneDrive for Business, you might not see your OneDrive for Business library. If that's the case, choose **Add a Place** > **Office 365 SharePoint** and then sign in using your work or school account.

For more information, see Saving and opening files.

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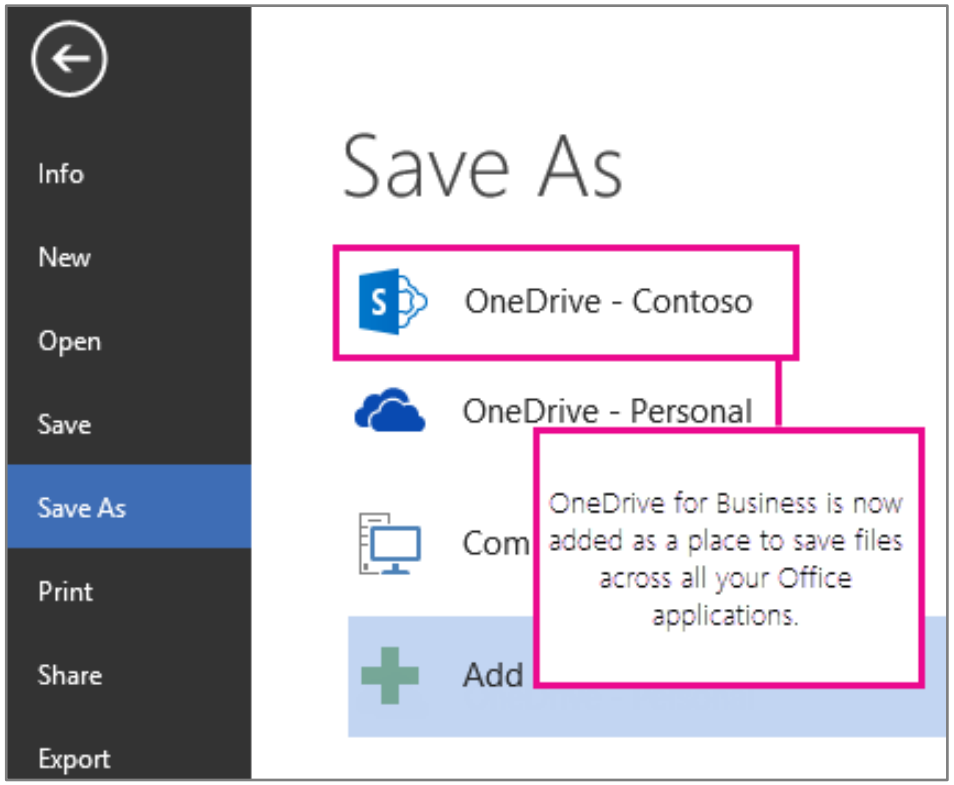
# Saving to OneDrive for Business every time

Once you add OneDrive for Business as a place in one Office app, you can save files from all your Office apps.

The next time you save a document, it appears in your **Save As** list as **OneDrive - YourCompanyName**.

If you have a Microsoft account such as an email address that ends with “outlook.com” or “hotmail.com,” you’ll see two OneDrive locations:

- Use **OneDrive - YourCompanyName** for work or school documents
- Use **OneDrive - Personal** for your personal documents

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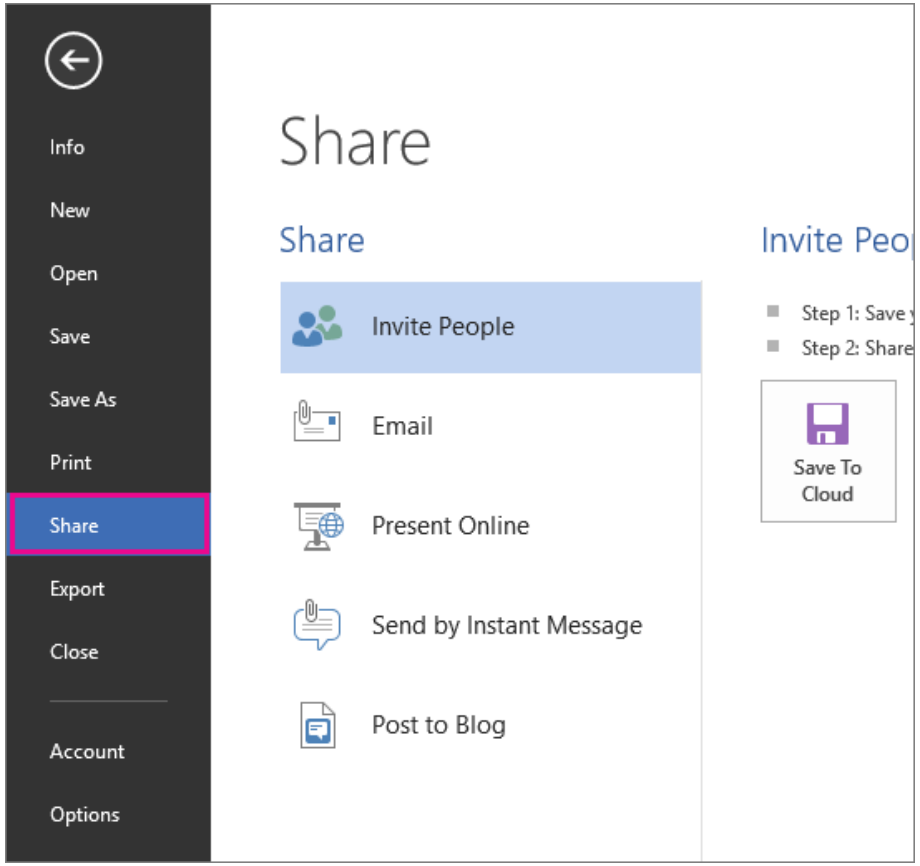
# Sharing Office documents

1. In the app you're working in, select **File**, then select **Share**.
2. From the **Share** list, select how you want to share the file, and then the people you want to share it with.

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# View Office documents on a mobile device

When you save your files to OneDrive for Business, you can access them from your mobile device.

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# Get to your documents from a mobile device

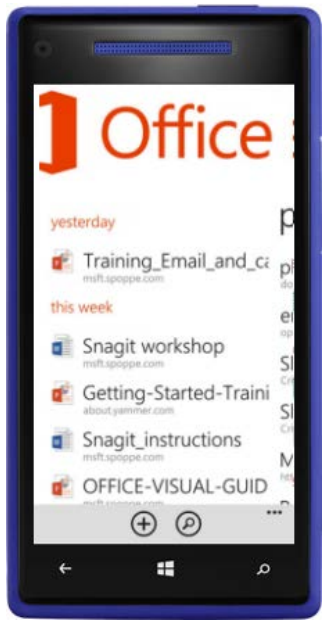
Once you save documents to OneDrive for Business and you set up Office Mobile on your device, you can get to your docs with a few taps.

Here's an example of how to get to your documents on a Windows Phone.

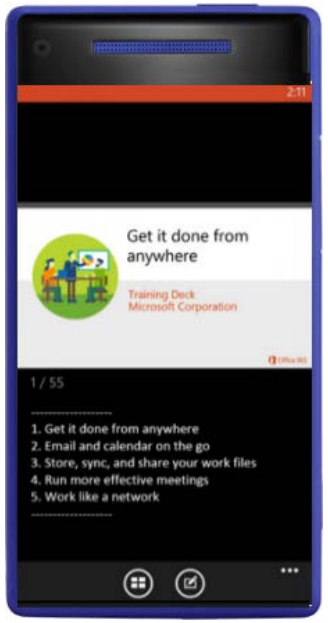
1. On your Windows Phone, tap the **Office** app. Office Mobile will show your most recent documents.
2. Tap the document you want to open or swipe left for **Places**, tap **OneDrive - <your domain name>**, and then tap the document you want.

Your Office document opens for you to view or edit.

Tap the Office icon




Tap to open a recent doc




An Office document is opened

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# Need help with OneDrive for Business on your mobile device?

Android phone or tablet: http://go.microsoft.com/fwlink/?LinkID=613416

iPhone or iPad: http://go.microsoft.com/fwlink/?LinkID=613417

Windows Phone: http://go.microsoft.com/fwlink/?LinkID=613418

# Use OneNote from anywhere

Use OneNote to stay organized and collaborate with your team on all your devices. Your notes save automatically and when you store your notebooks online in OneDrive for Business, you can update and share them from other devices.

Get to your notes from anywhere using a browser or in the OneNote mobile app on your device. If you don't have OneNote installed on your mobile device, see Working with Office documents in a browser or mobile app.

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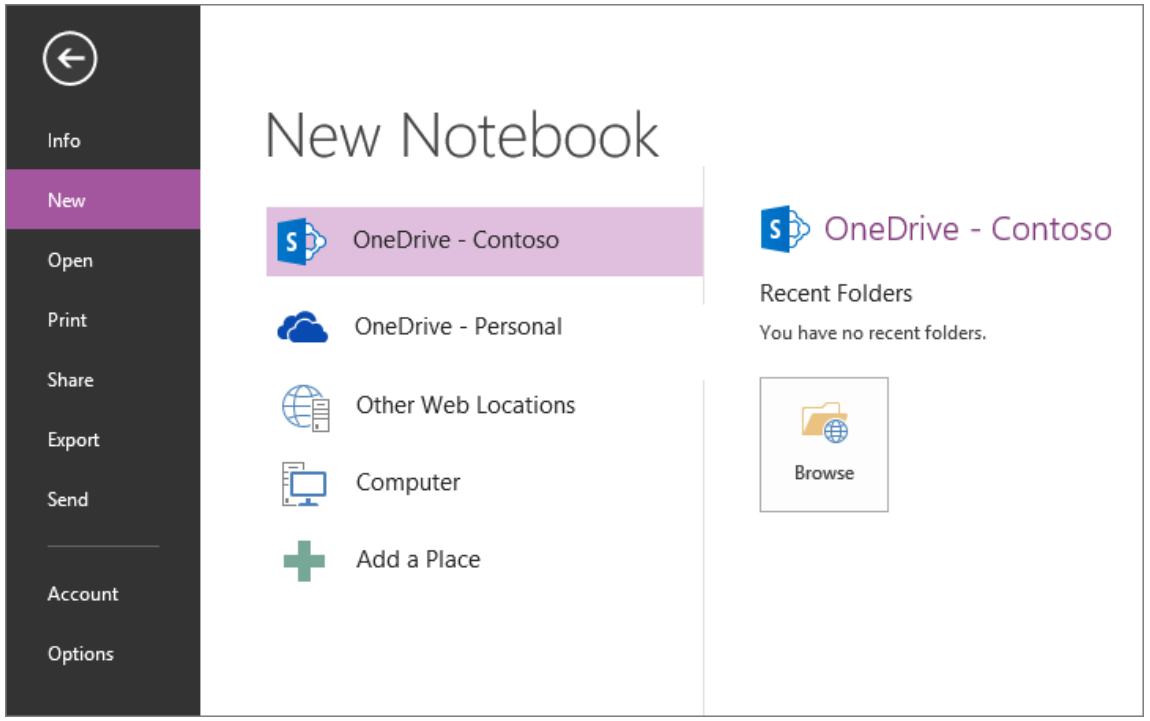
# Create a new OneNote notebook

When you first open OneNote, it creates a sample notebook for you. Use this notebook to get started or create your own.

1. Select **File** > **New**.
2. Select one of the available locations (for example, **OneDrive – <Company Name>**), or select **Add a Place** to tell OneNote where you want to store the new notebook.

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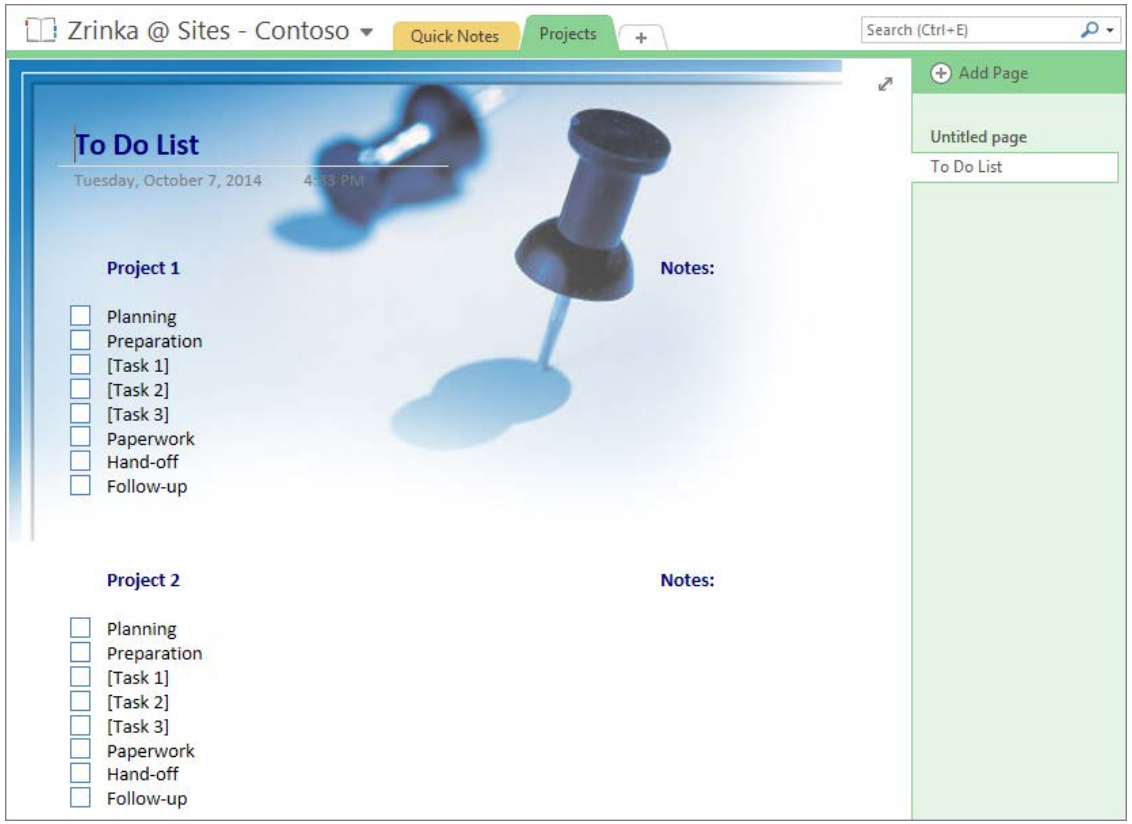
# Use OneNote templates

OneNote includes templates that can save you time by adding functional content to pages, such as to-do lists, calendars, planners, and forms that you can fill out or customize. Browse through the built-in collection of templates to add a pre-formatted page to your notebook.

1. On the ribbon, select **Insert** > **Page Templates**.
2. In the **Templates** task pane, expand the categories, and then select a template to view it.

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# Get your OneNote notebooks on the go

OneNote doesn't have a Save button, because your changes save automatically.

So, the changes you make on a work computer are available for you to review on your mobile device. And no need to save.

- Open the **OneNote** app on your mobile device.

**Note:** You may need to sync or refresh the app to view the latest version.

*The same OneNote page you created on your computer is available on your mobile device.*

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# Get it done quickly from just about anywhere with Office Online

When you're using a computer that doesn't have the full desktop version of Office installed, Office Online is your Office in the cloud. View your documents, and even PDFs, in your browser or make quick changes in the online versions of Word, Excel, PowerPoint, and OneNote.

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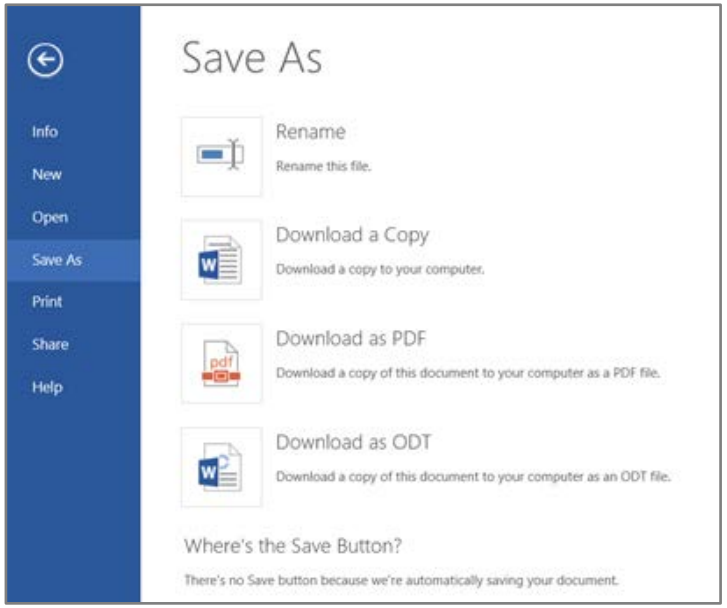
# Office on the go with Office Online

When Office documents are stored in OneDrive for Business or other Office 365 libraries, you can create, view, and edit them in a browser using Office Online.




1. Sign in to Office 365 at http://portal.office.com using your work or school account. (Examples include ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.) If you're not sure what your work or school account is, check the welcome email message you received before you signed in for the first time.
2. At the top of the site, select and then choose an app, such as **Word**, **Excel**, **PowerPoint**, or **OneNote**.
3. Choose a template and begin working on your file. Your file is saved automatically to your OneDrive for Business library.
4. To specify a name for your file, choose **File** > **Save As** > **Rename**.

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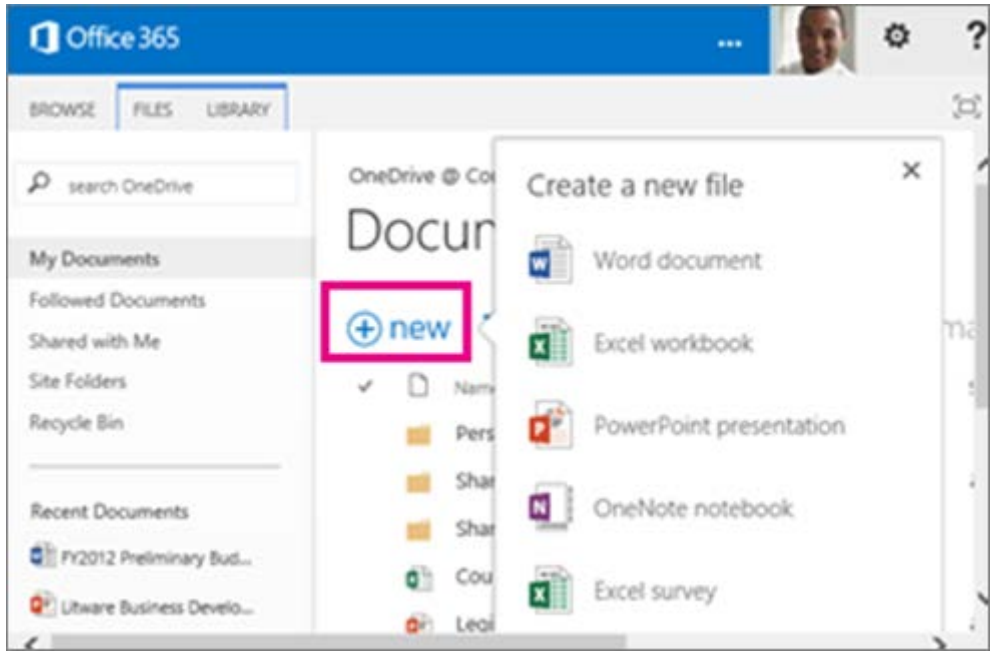
# Create and save files in OneDrive

You can also create Office documents inside your OneDrive for Business library.

1. At the top of the page, select and then select **OneDrive**.
2. Select **New Document**, and then choose the type of document you want to create.
3. When you create, open, or edit a document in OneDrive for Business, it's automatically saved to the same location. You can now access this file from any device.

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# Additional resources are available

To learn more, visit the Office 365 Learning Center

- http://office.com/learnoffice365)

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