



Welcome to Microsoft 365

Welcome to Microsoft 365

Programs included in Microsoft 365

- Word
- Excel
- PowerPoint
- TEAMS
- Whiteboard
- One Drive

Welcome to Microsoft 365

Key Icons:



Microsoft Word



Microsoft Excel



Microsoft Notebook



Microsoft OneDrive



Microsoft TEAMS



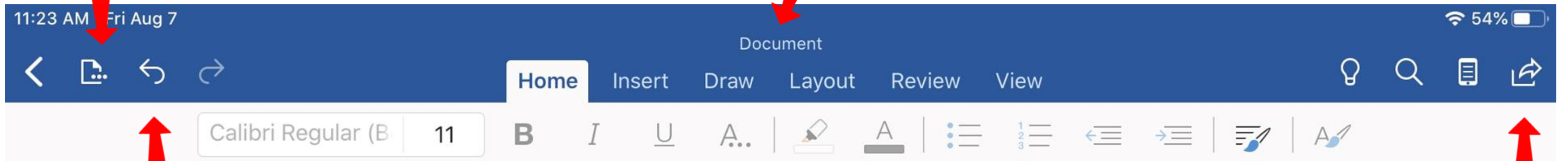
Microsoft PowerPoint

Welcome to Microsoft 365

These icons are used throughout, Word, PowerPoint and Excel

Save button for all
Microsoft Documents

Display Name for Documents



Undo work button

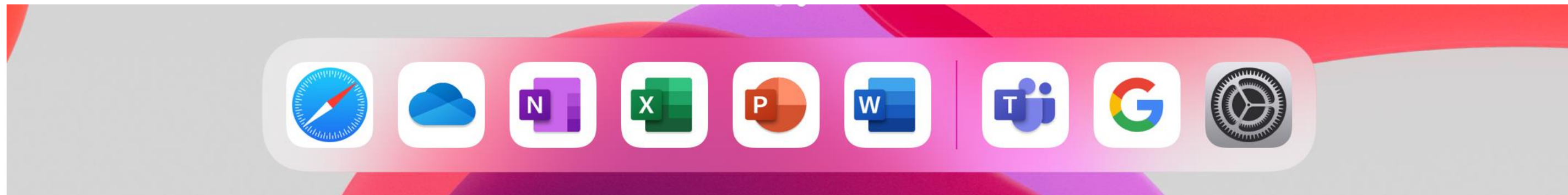
Share button: to send to
teachers or classmates



Microsoft One Drive

Welcome to Microsoft OneDrive:

OneDrive is where you will save all your documents that you create in Word, Excel and PowerPoint

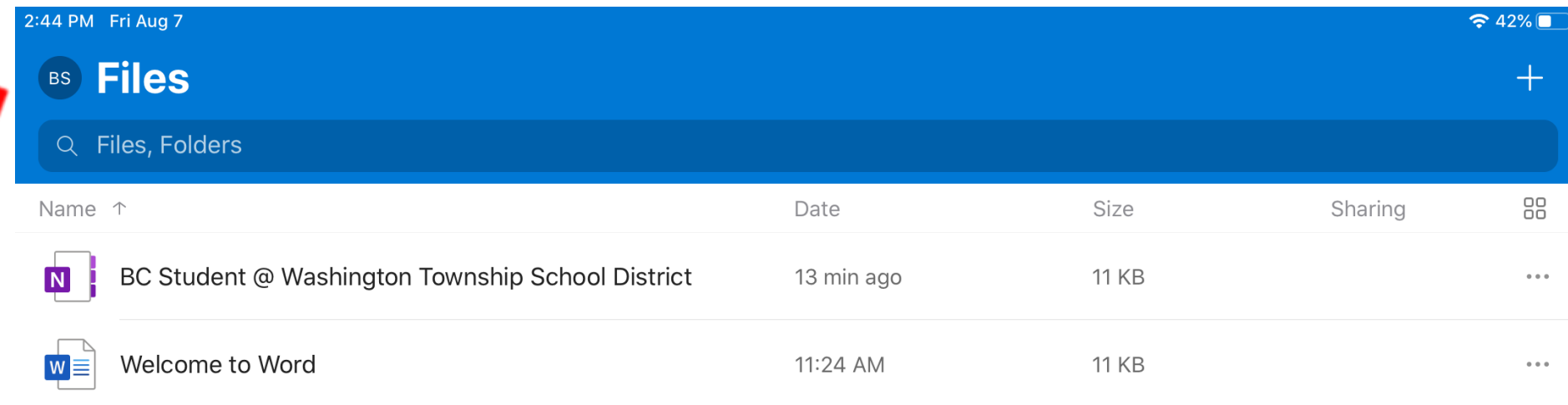


Click here to open your OneDrive to see what you have saved or shared.



Microsoft One Drive

You know you are logged in when you see your initials in the circle



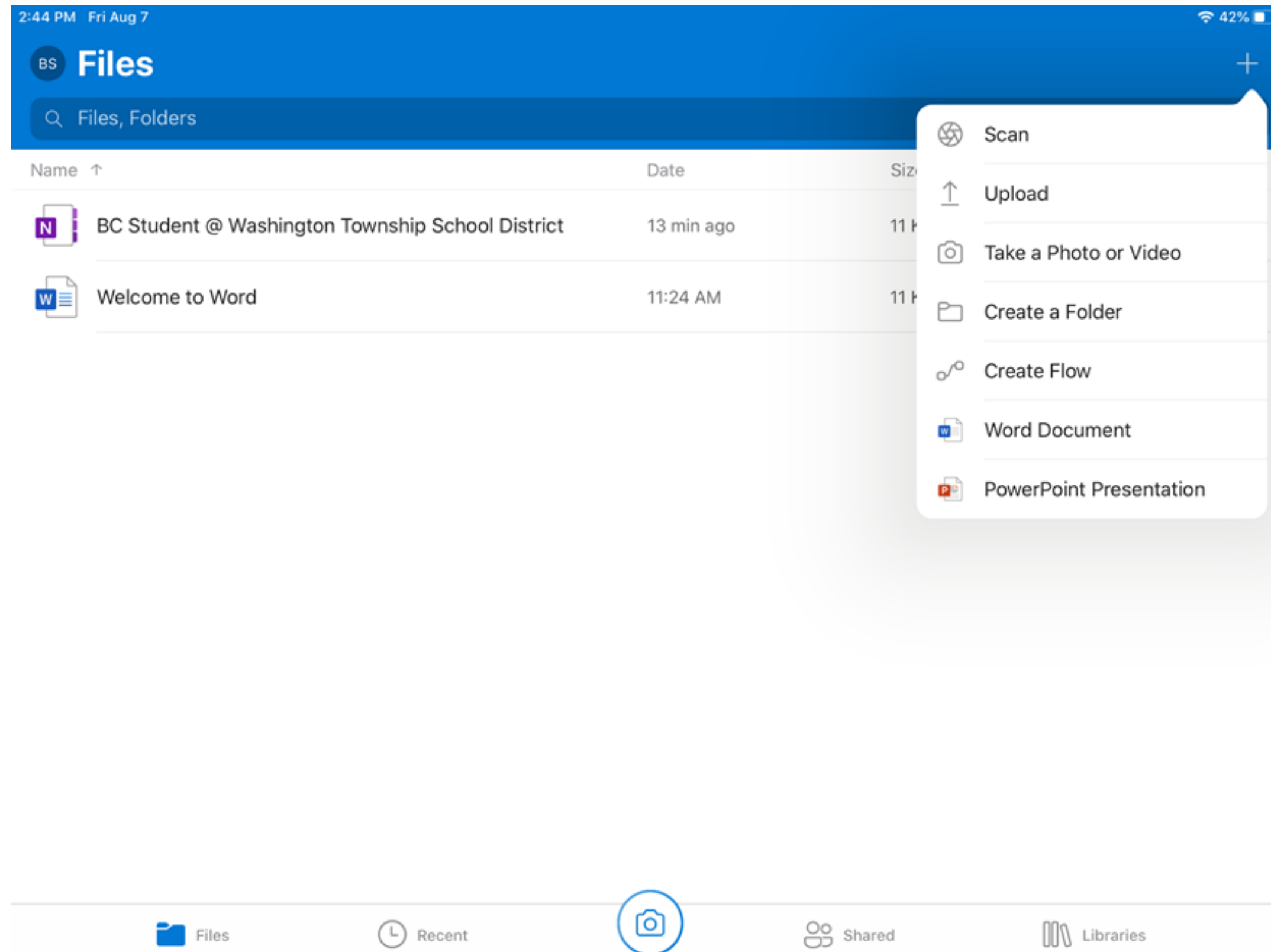
Your saved documents from all Microsoft platforms will be saved here

You can see all documents that were shared with you here.





Microsoft One Drive



You have the availability to upload pictures, create different folders for different assignments



Microsoft Word

- Microsoft Word is a writing app and word processor.
- It allows you to:
 - Create documents
 - Write letters
 - Take Notes
 - Daily Journal



Microsoft Word is located on your iPad on the bottom tool bar.

When you double click the Word icon you will be brought to a blank document.



Remember to always name your document and save it to your One Drive.



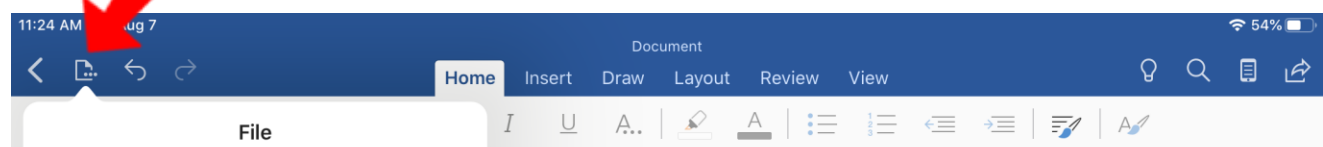


Microsoft Word

To Save your document you need to click on the box with 3 dots.

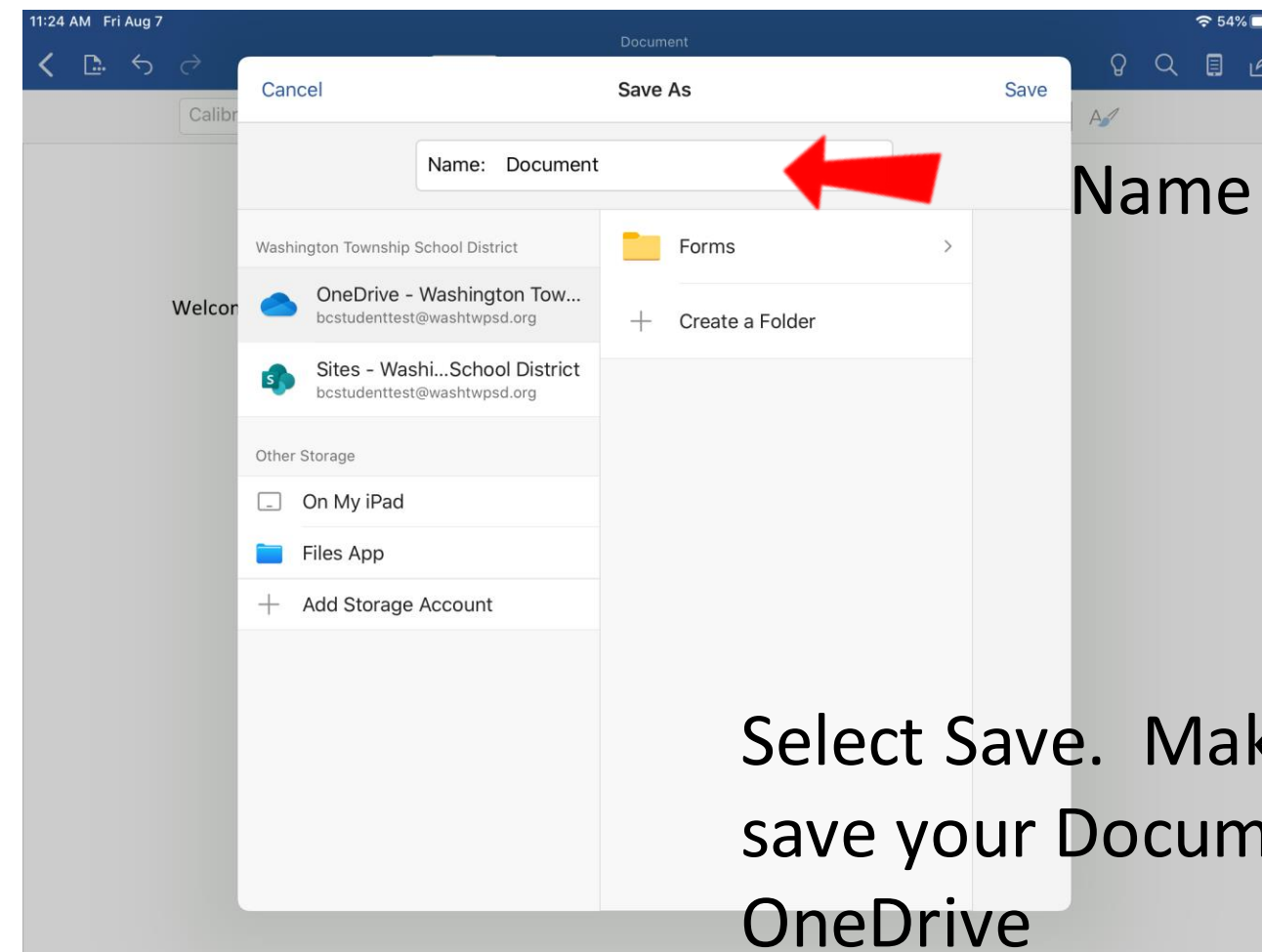
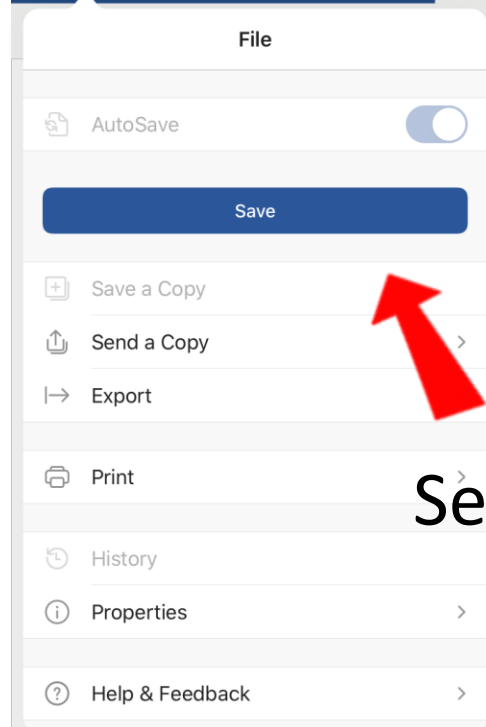


It will bring you a dropdown menu.



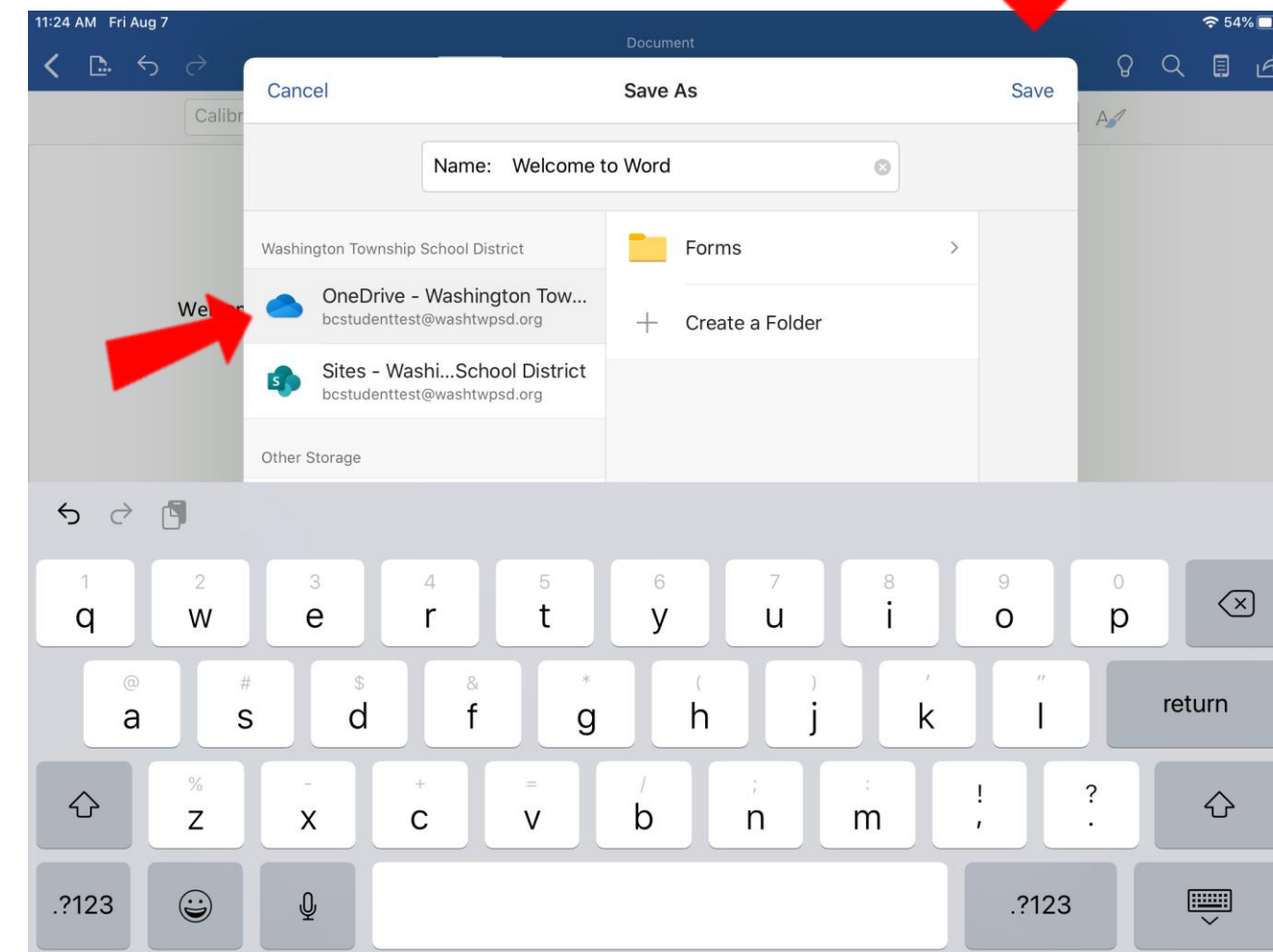
Also important to select Auto-Save. This will Save your document as you work

Select the Save button.



Name your Document

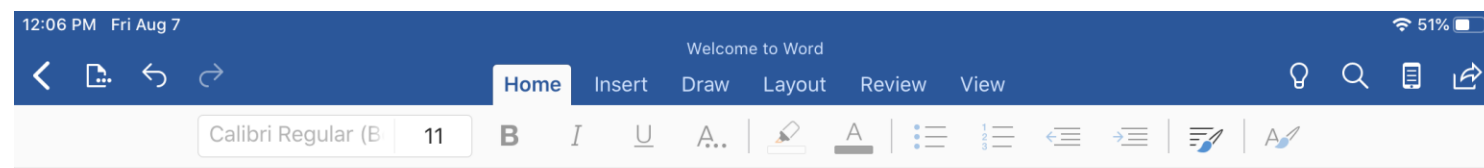
Select Save. Make sure you also save your Documents to your OneDrive





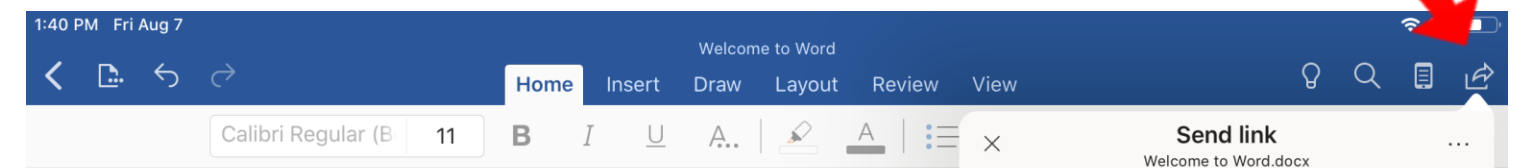
Microsoft Word

Now your Document has a title and can be found in your OneDrive



Welcome to Microsoft Word

You can share your work with your teachers and classmates. Select the share icon and you can type in the person's email or name you would like to share your work with.



Enter email address and your teacher's name and it should pop up and hit send. Your document will be shared.

