

Understanding Microsoft 365

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Glossary:

Web browser: this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

Device: whatever you are using to access your work on – desktop PC, laptop or smartphone.

Cloud: in simple terms, the cloud is the internet. It's all of the things you can access remotely over the Internet, such as data and programmes. When something is in the cloud, it means it's stored on special internet computers ('servers') instead of just on your device.

Online/offline: whether you are connected to the internet or not.

Application: the different programmes within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams. Often these are called 'apps' for short.

Icon: the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

Desktop apps: applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

Window: In computer terms, a window is an area on the screen that displays information about a programme. You can have multiple windows open, displaying different websites, documents and applications.

File Explorer: the 'folder' icon that displays along your bottom taskbar; the one you have been using to find your documents, downloads, pictures and desktop.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

Microsoft 365 and Office 365: this is essentially the same thing and both names are used for the applications in this guide.

Uploading: means data is being sent from your computer **to** the Internet. For example, when you move a document from your desktop into your OneDrive, that is uploading because you are moving it to the Cloud.

Downloading: means your computer is receiving data **from** the Internet. For example, if you want a document from a website, you can download it to your desktop.

Windows Key: this is a bottom-left key on your keyboard with the Windows icon on it.

SharePoint: this is the platform for storing and saving files in Office 365. You do not have to do anything currently as SharePoint is not 'active' at Barnardo's, other than behind OneDrive.

What is Microsoft 365?

Microsoft 365 is the range of tools available on your devices to help you create, collaborate, store, share, communicate and organise your work.

Until recently it was called **Office 365** (or O365) and is often still called that so don't worry if you see either name used through this guide.

Available at Barnardo's

Currently available within the Barnardo's package are:




Within Outlook are also the People, Calendar and To Do applications



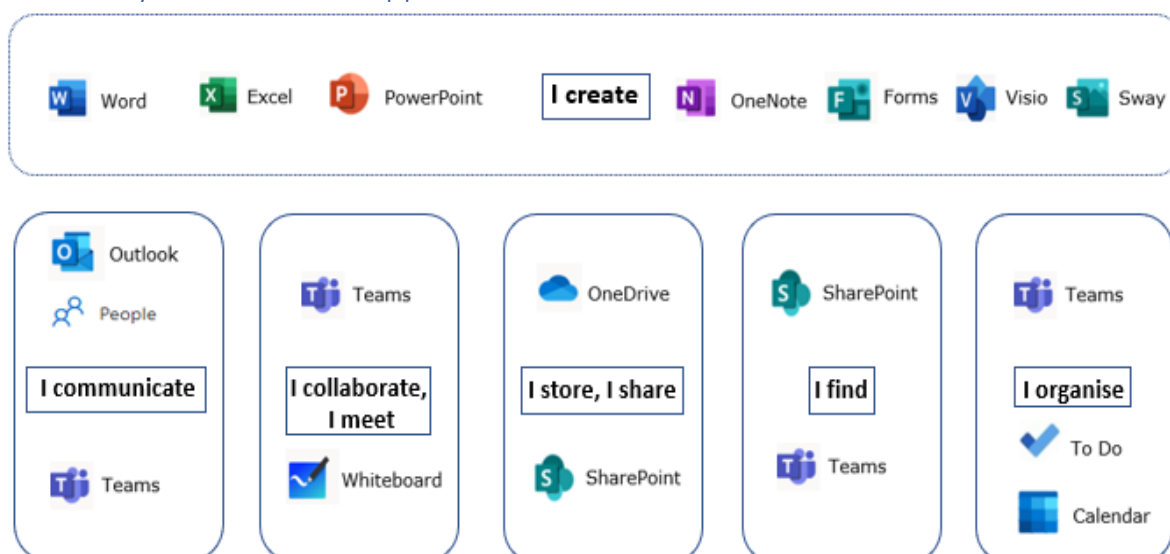
Some specific users will also have Visio to perform tasks in their role.



A new useful feature of MS365 is that you can view a Visio document without having Visio loaded on your computer. It will open via a web browser window. You will not be able to edit or create the document but you can upload it to your OneDrive to view later.

A few users will also have access to Project  but, as this comes with an additional cost, this app will not be automatically rolled out.

What can you do on these applications?



OneDrive: your personal, private Cloud space to store, access and share your own files in one place.

Excel: create the familiar spreadsheets and workbooks for data, analysis, collation.

Word: type and create documents, reports, guides, brochures, letters, tests

PowerPoint: design presentations and slideshows

Outlook: email hub. Within Outlook you will also find:

Calendar: schedule and share meetings and event times

To Do: keep track of your tasks in one place

People: organise your contacts

Teams: chat-based team workspace with team channels, chat space and calendar functions

OneNote: write and organise your notes across your devices

Forms: create surveys, quizzes and polls, then see results easily in a spreadsheet format

Whiteboard: collaborate on a freeform canvas by pen, touch or keyboard

Sway: create and share interactive reports, presentations, newsletters, how to guides

SharePoint: share and manage content and knowledge for teamwork

How does MS365 help my team?

- Real-time collaboration: more than one of you can work on a document at the same time
- Ability to share documents to have all feedback, input and comments in the same document
- More effective meetings for remote workers
- Quicker and easier to work with partners
- Work anytime, anywhere, any device
- Quicker and easier to find information
- Easier to communicate to big and mobile teams

Versions of Microsoft 365

There are two versions of MS365:

- ❖ Online (also known as Web or 'on the web')
- ❖ Desktop

Web/Online

Office 365 Online lets you view and edit in a web browser (similar to Google Docs). The web versions of Outlook, OneDrive, Word, Excel, etc are accessed by signing into **office.com** through a web browser instead of opening an application from an icon on your desktop.

Office 365 Online makes it easier to work and share files from anywhere with an internet connection, from almost any device. You can view, create, and edit files on the go.

Desktop

The desktop versions of Office 365 are locally installed on your computer. These are the Microsoft icons - Word, Excel, etc - you are used to seeing along the bottom of your screen in your taskbar or in your Start menu.

Desktop apps for MS365 tend to have more functionality than the Web versions and you can do more on them because they have a full range of commands.

Differences between the two versions:

The big difference between web and desktop is that Office 365 Online does not offer offline access; you must be connected to the internet to view and edit documents to access the Online versions.

Auto-save:

Online - automatically saves all your documents and changes so you will not have to worry about losing your progress.

Desktop – documents you open will have an Autosave button in top left. The default should be to have Autosave on to make sure your changes are saved in case your laptop loses power or you forget to save manually.

Features

The desktop apps bring a full set of features, whereas Web versions do not. For example:

Word – Online you can't insert watermarks, objects or shapes, use Mail Merge or thesaurus, or compare or merge documents.

Excel – Online you can't create slicers or advanced formula tools.

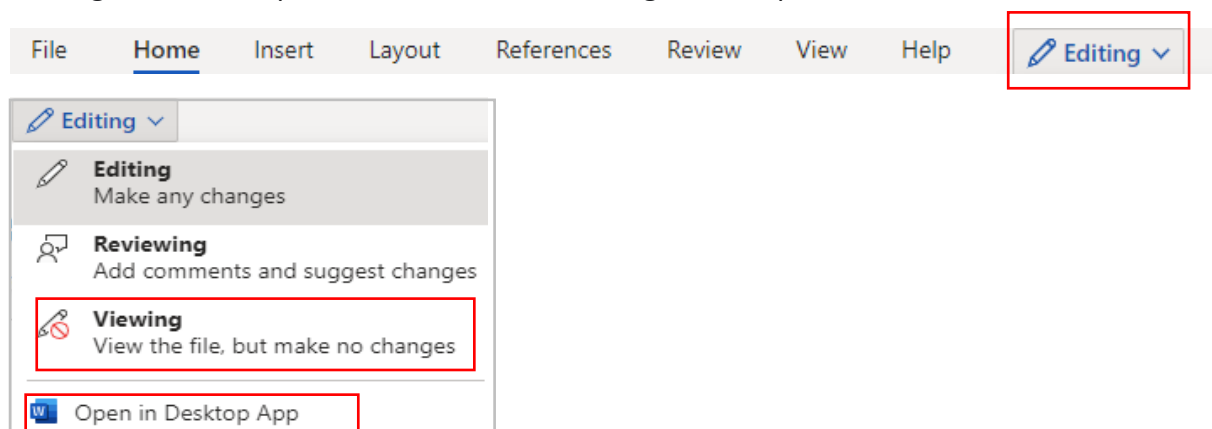
PowerPoint – Online you can't create charts, insert headers or the date on slides, use thesaurus.

See the appendices for a list of differences between online and desktop versions:

- Appendix A for Word
- Appendix B for Excel
- Appendix C for PowerPoint

Formatting

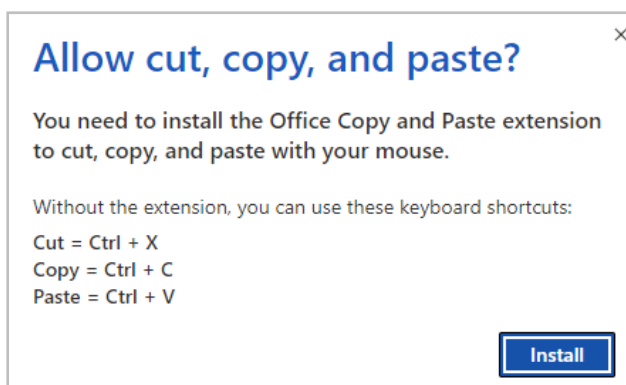
Because of formatting differences, how you open a document will dictate how the document is presented to you. For example, if the Word doc has lots of formatting, such as boxes drawn around screenshots as in this guide, it will open the Online version with boxes randomly placed. If this happens, either choose 'open in desktop' or choose Viewing by clicking onto the drop-down arrow next to Editing at the top of the document.



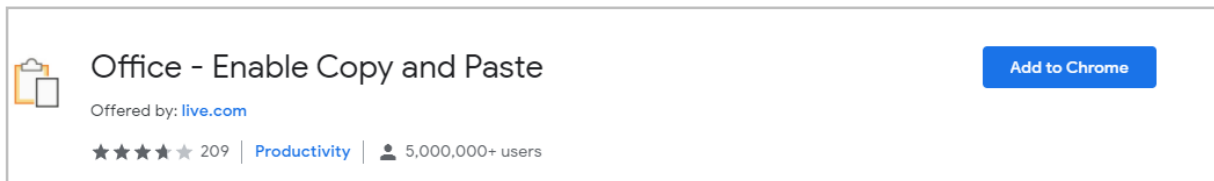
The document will then present to you in the correct formatting.

Copying and pasting

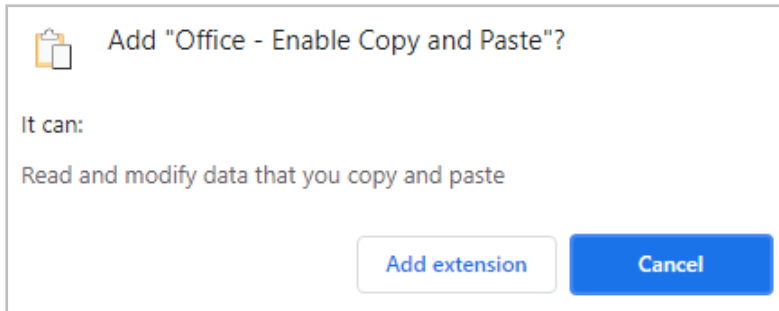
Initially, for documents online you may not be able to use your mouse 'right click' command to copy/cut and paste and will have to use the Ctrl C/X/V keyboard shortcuts. However, if this is the case and you prefer to use the mouse, you can download an extension to install this function. When you try to copy, cut or paste using right click on your mouse, you will get a message –



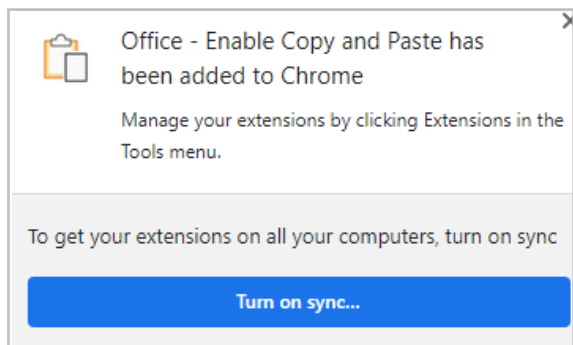
Click onto Install and choose Add to Chrome when this message displays:



A box will appear asking if you want to continue – click onto Add Extension



You will then get the confirmation that this is now available:



OneDrive versus Content Server

It's important to remember that OneDrive and Content Server are not the same thing and OneDrive does not replace Content Server.

You should continue to use Content Server as your SUR and for non-SUR documents that are linked to case files.

OneDrive is your personal storage space for your own documents and for collaboration purposes.

If you want to collaborate on a document that is within Content Server (share it and work on it at the same time) you could move it into your OneDrive, share it with your colleagues, then move the final version into Content Server once completed.

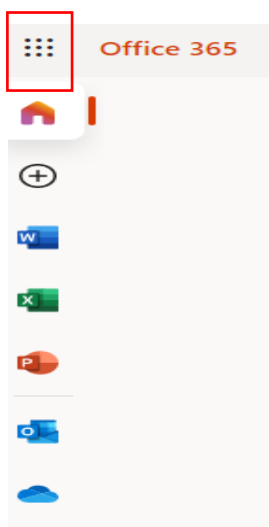
Opening a new document in O365 Online

If you are logged into Office 365 Online (via office.com), you can open all the normal Microsoft documents to start creating a new Word, PowerPoint or Excel form. There are a few different ways to open a new document:

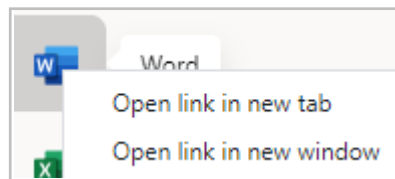
- a) Via the icons on the left on the O365 home page
- b) Via the app launcher in O365
- c) Via OneDrive using the New command

Using icons

a) Use the icons down the left of your O365 home screen. This will open the chosen app in a tab for you to select a new blank document or a template.



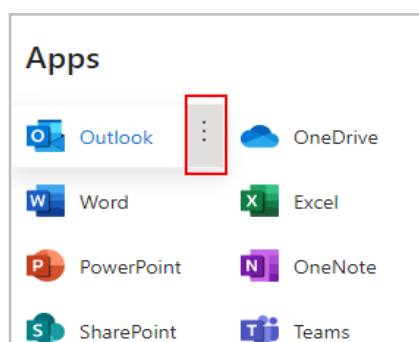
Note: if you click straight onto one of these app icons, it will open by replacing the tab you are in. If you don't want this, right click on the icon and choose either new tab or new window.



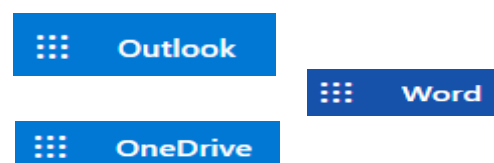
Using App Launcher

b) Use the App Launcher, which is the nine-dot box on the top left of all O365 pages. From the display, select your preferred app. This again will open the app for you to select a new blank document or a template.

If you wish to open it in a new tab, click onto the ellipsis (3 dots) next to the app name and choose 'open in new tab'.

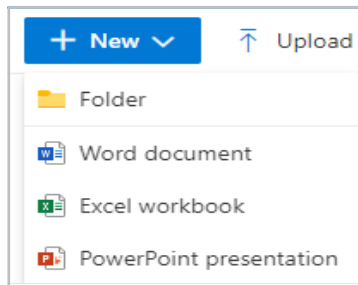


Note: you can access the App Launcher from any Office 365 page you are in – it appears next to the app name in top left.



Using OneDrive

c) If you have OneDrive open, you can click onto New and open a blank document. This will not give you the option of choosing a template but will open a standard Word, Excel or PowerPoint document in a new browser tab.



Autosave:

For all of these methods, when you close your document you do not have to save. This is because O365 Online version operates on autosave and every document you open on the web version will save to your OneDrive, however you open them.

Note: Because OneDrive does operate on autosave, whether you type into it or not your document will be saved when you close it. This may lead to it saving docs you don't want and have only opened in error- as you didn't name them, they will be called 'document', 'book' or 'presentation'. A little housekeeping to delete these will help until you get used to how O365 online works.

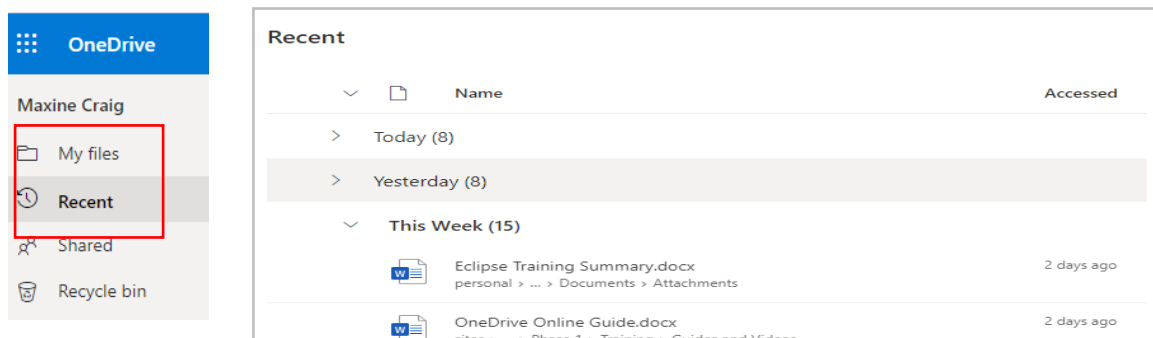
Opening a created document in O365 Online

If you have already created a document and you want to look at it or update it using O365 Online, you can open it:

- a) Via OneDrive where it is stored
- b) Via the Office365 home page
- c) Via opening the Word/Excel/PowerPoint online app

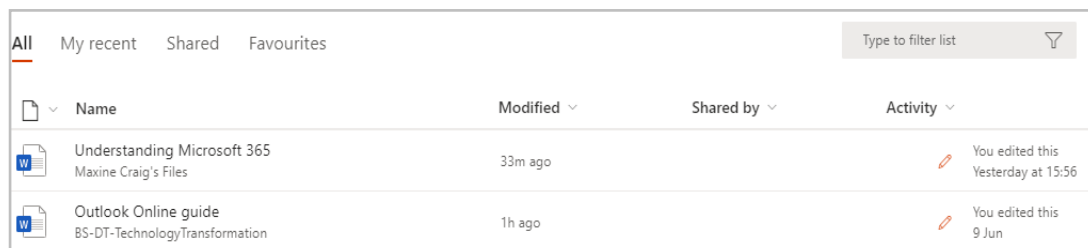
Using OneDrive

a) You can find your document in OneDrive which is your personal storage area. If you can't remember which folder it is in My Files section, use Recent to access it. The Recent area shows all the documents you have accessed today, yesterday, last week, etc. Or you can use the Search field along the top of the page.



Using O365 home page

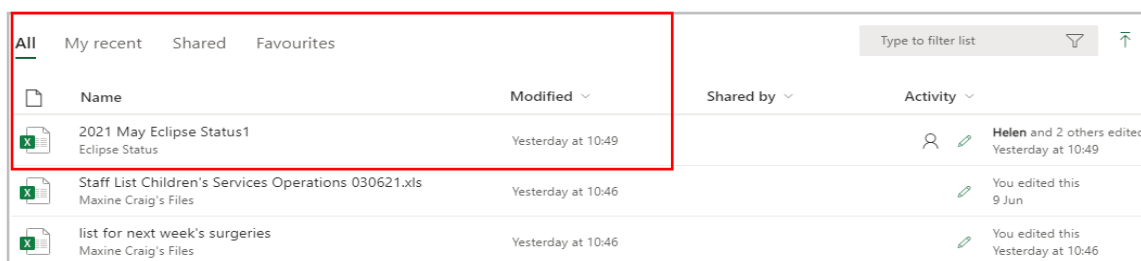
b) If you don't have OneDrive open but are signed into Office.com, you can use your O365 home page which will have a record of all documents you have accessed.



All	My recent	Shared	Favourites	Type to filter list	Filter icon
Name	Modified	Shared by	Activity		
Understanding Microsoft 365 Maxine Craig's Files	33m ago		You edited this Yesterday at 15:56		
Outlook Online guide BS-DT-Technology/Transformation	1h ago		You edited this 9 Jun		

Using Word/Excel/PowerPoint online app

c) In a similar way to option B, you can open the actual Word/Excel/PowerPoint app in O365 Online and find your document in its home page. For example, Excel will show as:



All	My recent	Shared	Favourites	Type to filter list	Filter icon	Sort icon
Name	Modified	Shared by	Activity			
2021 May Eclipse Status1 Eclipse Status	Yesterday at 10:49		Helen and 2 others edited Yesterday at 10:49			
Staff List Children's Services Operations 030621.xls Maxine Craig's Files	Yesterday at 10:46		You edited this 9 Jun			
list for next week's surgeries Maxine Craig's Files	Yesterday at 10:46		You edited this Yesterday at 10:46			

Opening a new document in O365 Desktop Apps

If you would rather use the desktop apps for Word, Excel and PowerPoint on O365, you can open them:

- a) Via your taskbar if they are there (you can pin them onto it)
- b) Via the Start menu

Using taskbar

a) Using the Word/Excel/PowerPoint icon on your taskbar will open the app for you to select a new blank document or a template.



Using Start menu

b) Go into Start menu and either select Word/Excel/PowerPoint from your tile area or find it in the list on the left.



Opening a created document in O365 Desktop Apps

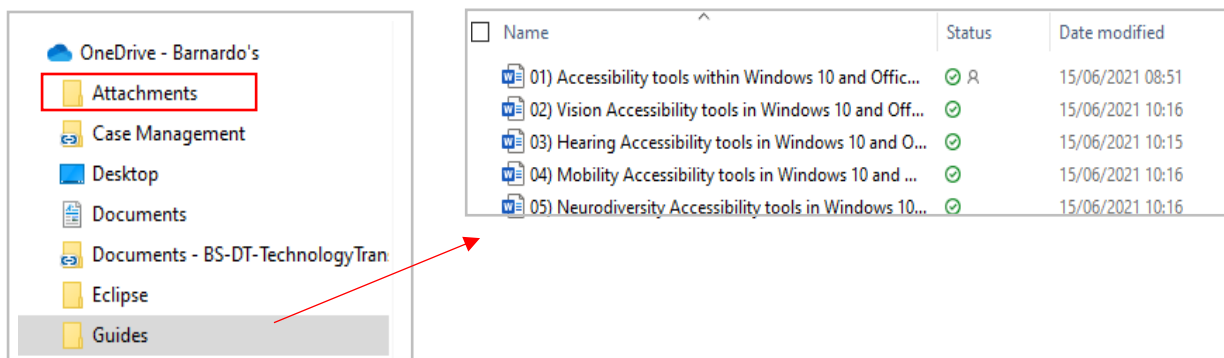
- Via OneDrive where it is stored
- Via the Word/Excel/PowerPoint applications
- Via Task View function on your desktop

Using OneDrive Desktop

a) Your documents are stored in OneDrive which you can access either online or on desktop. OneDrive desktop is found in your File Explorer. To access File Explorer, either click onto the folder icon in your bottom taskbar or use shortcut Windows + E.



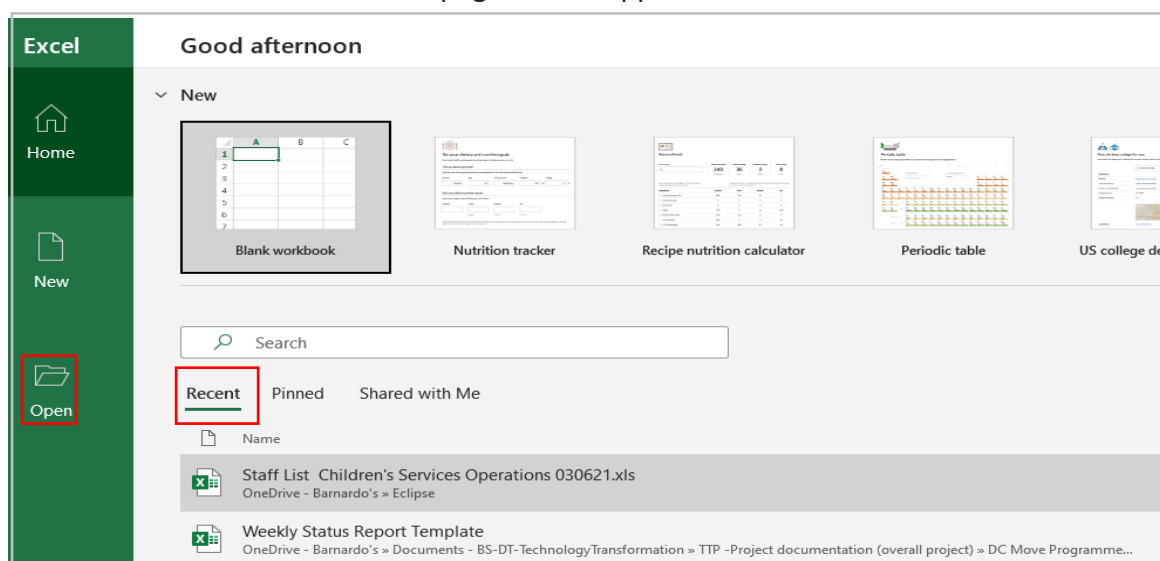
Once you have File Explorer open, you will find your OneDrive site on the left with all of its folders underneath. Clicking into a folder will display the contents on the right.



You can either double click onto the document you want or right click and choose Open.

Using Word/Excel/PowerPoint apps

b) If you open Word/Excel/PowerPoint using their app icons, you can then find any previous documents on the home page of that app.



Double click on the one you want or right click to choose Open.

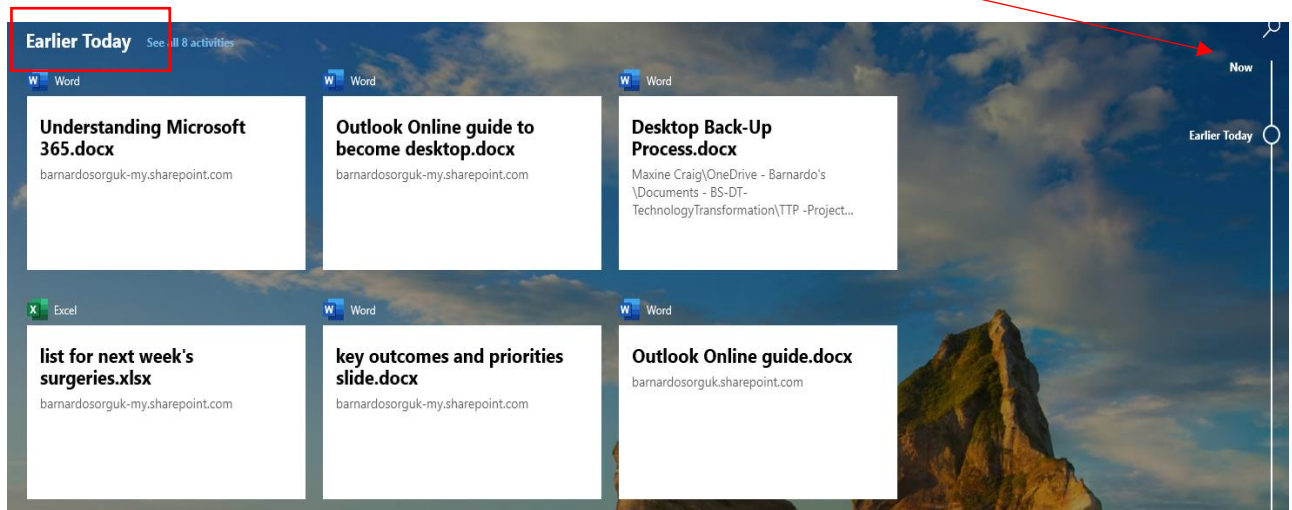
You can also use Open on the left to see a list of documents you have accessed – click onto one to open it.

Using Task View

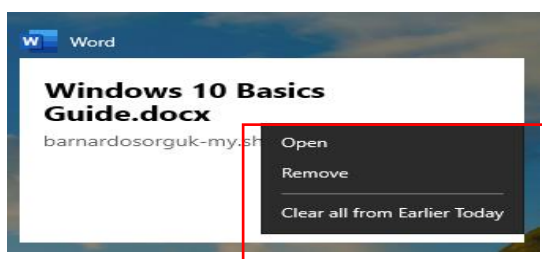
c) In Task View, which should be on your taskbar, you can have a view of your desktop overlaid with documents you have previously opened.



Using the slider on the right, you can adjust the timeline to access any documents from up to 30 days earlier.



Note: if you click onto a document, it will download rather than open. To **open**, right click and choose Open, or you can choose Remove to take it off this task view list. You can also use 'clear' for any day if you feel they are not required in your task view.



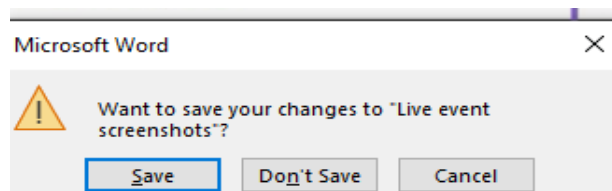
How to save a document on O365 Online

If you have opened a document using Office 365 online, your document will automatically be saved to your OneDrive. This will happen even if you don't have your OneDrive 'open'. So, for example, if you are logged into office.com and open a Word or Excel document, when you close this document it will autosave. Therefore, make sure you have named your document so you can find it again. If you forget to name it, you can use your 'recent' section in OneDrive to find it.

How to save a document on O365 Desktop

There is an Autosave button in the top left of every Word/Excel/PowerPoint document that you have opened in desktop apps. You can check this is on (should be on as default) and your document will save each time you open and close it.

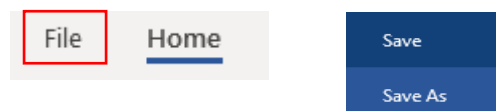
Or you can close the document by clicking onto the X in top right of the document. It will ask if you want to save your changes and you will then choose the location in OneDrive.



Or you can use the Save command in top left of your document.



Or you can use File in top left of you document, then choose Save.



How to share a document using O365 Online

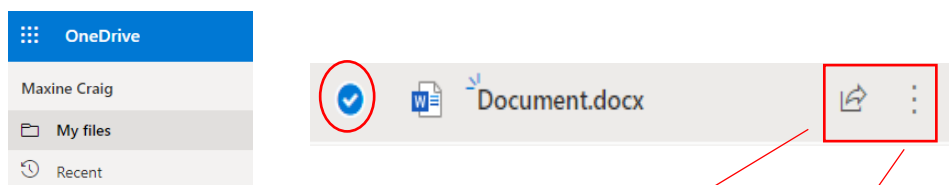
Please see [OneDrive Online guide](#) for details on how to set permissions after accessing the Share facility. Find it on *Inside Barnardos > Resources and Guidance > Our IT > Software and Systems > Microsoft Training and Guidance > OneDrive Training.*

There are different ways to share a document within Office 365 Online.

- a) Via OneDrive Online
- b) Via Outlook Online
- c) Via the Share function within your document

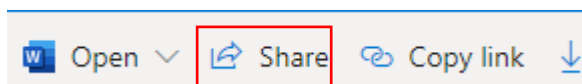
Using OneDrive Online

- a) Log onto office.com and open OneDrive. Find the document/folder you want to share from your OneDrive 'My files' space and select it so that the button is ticked.



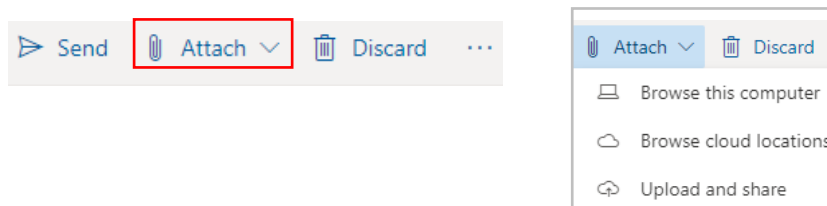
Use one of the following ways to Share:

- The small arrow icon next to the name
- The Share option within the ellipsis next to the document name
- The Share option along the top command bar



Using Outlook Online

- b) Create a new email in Outlook Online. Click onto Attach on the top command bar



Choose whether you want to share by browse this computer, browse cloud location or upload and share. Please see [OneDrive Online guide](#) for further details on these methods.

From within your O365 online document

- c) In a Word, Excel or PowerPoint document, you have a Share button in top right corner. Click onto this and follow the normal sharing permissions process.



How to share a document using O365 Desktop

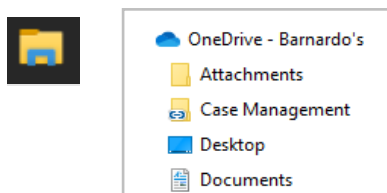
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There are different ways to share a document within Office 365 Desktop.

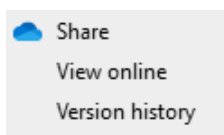
- a) Via OneDrive Desktop
- b) Via Outlook Desktop
- c) Via the Share function within your document

Using OneDrive Desktop

- a) You can find OneDrive Desktop in your File Explorer, the folder icon. OneDrive is a section on the list down the left.

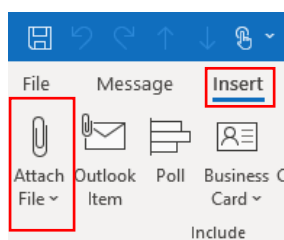


Find the document you wish to share (it may be in a folder) and right click onto the document's name. Select Share and follow the normal sharing procedure.



Using Outlook

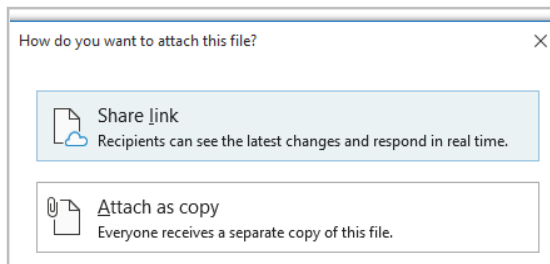
- b) Open a new email in Outlook. Go to the Insert group along the top and select Attach File drop-down arrow.



Choose Browse Web location and select the site that holds the document you want to share. Mainly this will be OneDrive so click onto OneDrive to find your document in your File Explorer's OneDrive site.



Find the document and click open to attach it to your email. You will be asked how to attach it – share link or attach as a copy.



A copy will attach a physical copy to the email, a link will direct recipients to the live document in your OneDrive.

From within Word/Excel/PowerPoint document

- c) In a Word, Excel or PowerPoint document you have a Share button in tope right corner. Click onto this and follow the normal sharing permissions process.



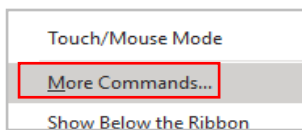
Adding commands to your quick access toolbar

Your quick access toolbar is the area in the top left of your document, the one that has the undo, save and Autosave icons, plus a drop-down arrow.

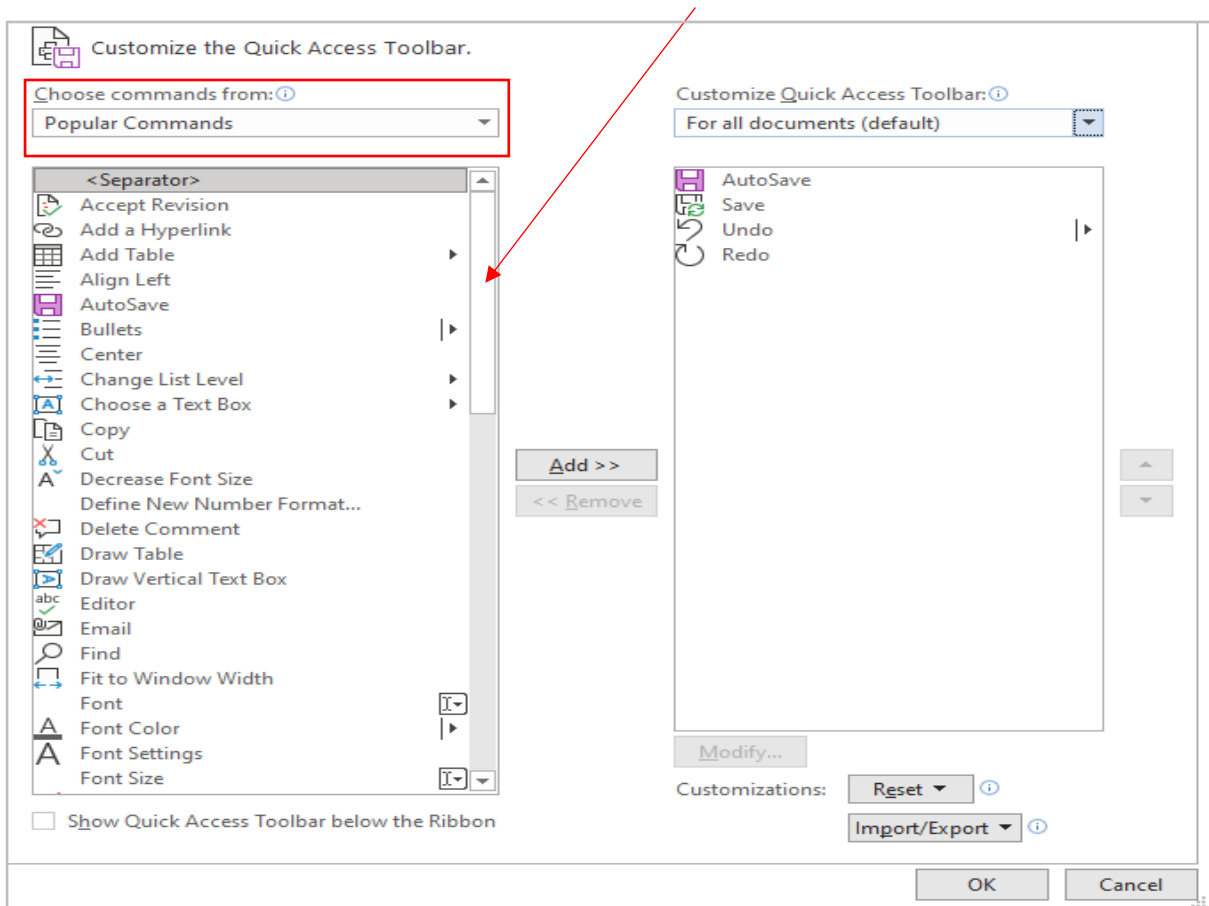


Did you know you can add to this area? If there are commands that you perform regularly and want quick access to them, you can pin them to this area. This is not a feature exclusive to MS365 but could help you.

Go into the drop-down arrow and choose More Commands



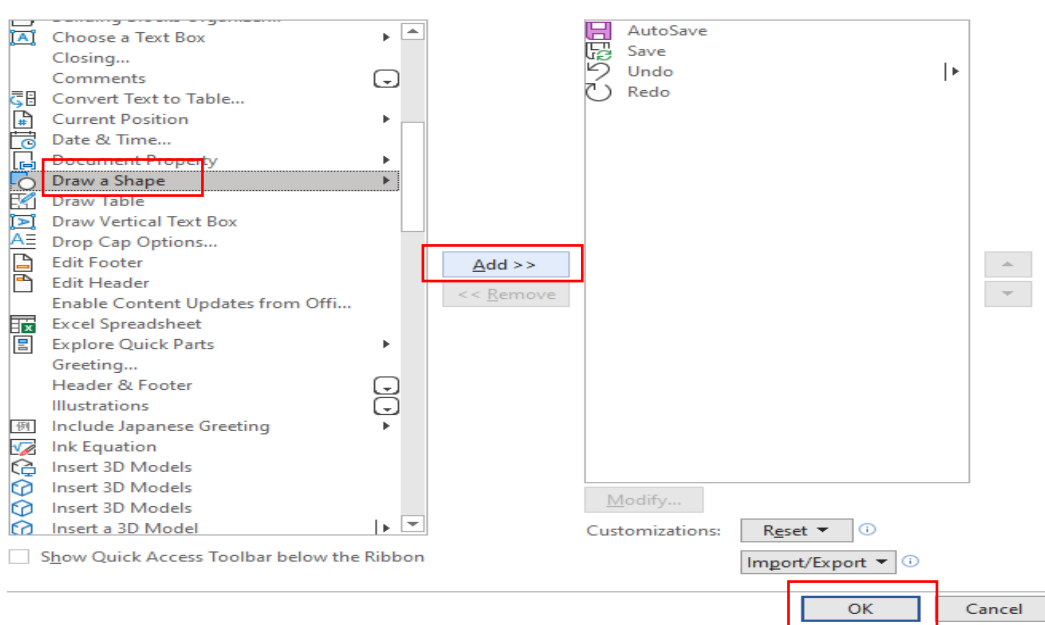
A box will open. The default is Popular Commands and you may be able to find your chosen command in there using the side slider to look down the list.



However, you can also change 'Popular commands' to All Commands' to get the entire list or select any of the more specific groupings (Home, Insert, Draw, etc) to narrow down your search even further.



Once you have located the command you want to add to your quick access area - this example is 'draw a shape' - click onto Add to move it into the second box, then click onto OK.



Your chosen command will now appear in the quick access area.



Tools to help across the board

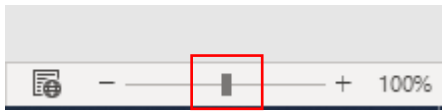
Office 365 has new tools that will read text to you, allow you to dictate your text, zoom in on things, help you with the structure and comprehension of English or let you re-use previously written documents.

Next to each tool you will see the icon of the app(s) in which you can use the feature.

Zoom feature: 

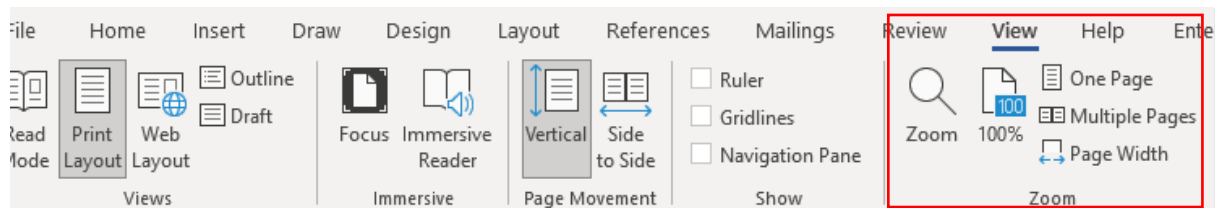
Both the online and desktop versions of Word, Excel and PowerPoint documents have two methods of zooming to increase font size when you are reading.

Either by using zoom in bottom right of the document:



Or

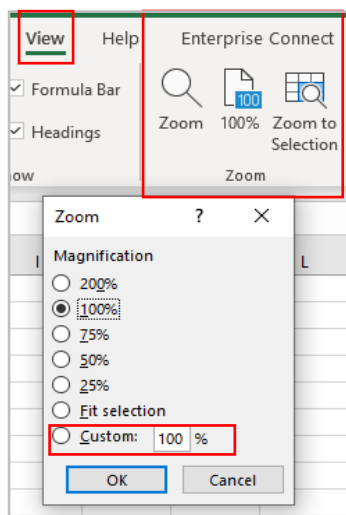
Via View group along the ribbon:



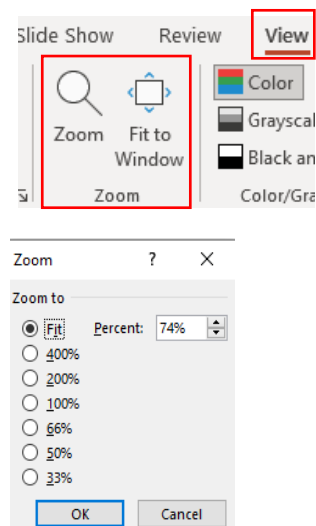
Clicking onto Page Width will adjust your Word document to the entire width of your window.

Excel and PowerPoint have less choice but you can still set your zoom percentage and even customise to go larger by clicking onto Zoom with the magnifying glass icon.

Excel -



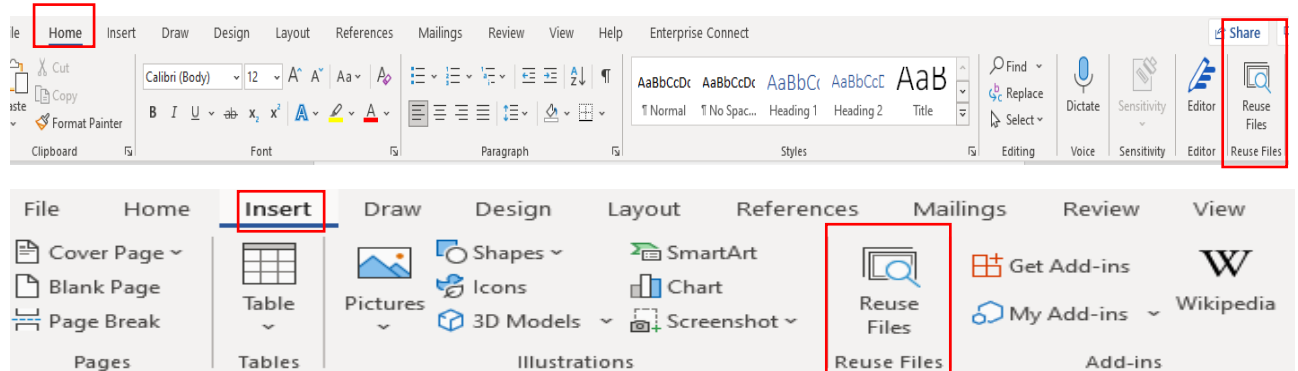
PowerPoint -



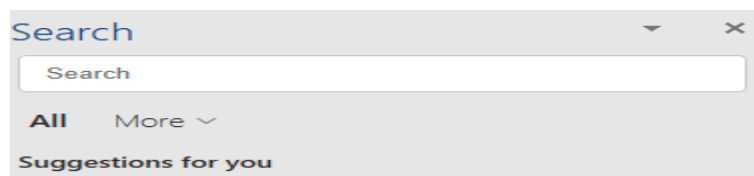
Reuse files

A useful Word tool called Reuse Files is a feature that allows you to search for documents and re-use parts of them. You can insert a block of text or other content from a different file without leaving the document you're currently working on. In PowerPoint it is called 'Reuse Slides'.

Click on Reuse Files in your Home command bar or Insert command bar.



It will present a search bar plus some 'suggestions for you'.



Clicking onto the More arrow (or Files arrow in Online version) allows you to narrow down the source of the information you wish to find. For example, if you only want in-house documents, choose Files; if you only want pictures, choose Media.

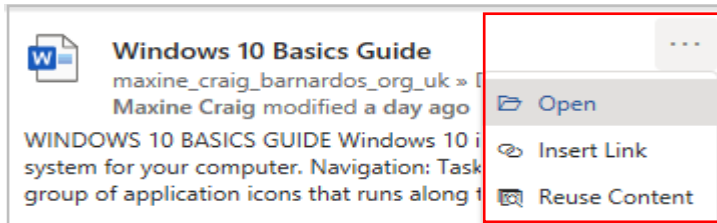


The function is intelligent enough to work out what you are working on and tries to offer results built on similarity of subject. For example, choosing Web whilst working on an accessibility document will give you various internet pages related to accessibility. Choosing Media presents you with accessibility images and logos, and Files brings up relevant documents (Word, PowerPoint, Excel) already stored on SharePoint or OneDrive.

If not relevant enough, use the Search field to look for a subject you want.

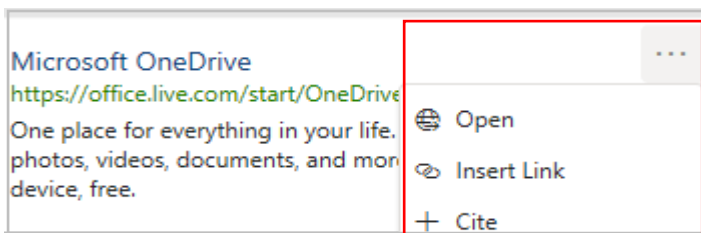
Files: If you find a file/document you wish to copy from, click into it and a + sign will appear to 'insert content'. Scroll to anything you wish to reuse, make sure the + sign is over it and click. The selected text will be put into your current document.

However, you can click on the ellipsis (3 dots) next to the file's name to choose other options:



- Open = opens the document in a new window (as long as you have access to it)
- Insert link = inputs a hyperlink to the document's location
- Reuse content = opens the file in the Search sidebar for you to scroll through content (same result as clicking into the file and using the plus sign)

Web: You can either click onto the suggested web name (in blue) or link (green) and it should open the page in a new tab on your internet window, or you can use the ellipsis (3 dots).



- Open = opens the webpage in a new tab if you have Chrome or Edge open
- Insert link = inserts the webpage link using its name
- Cite = Inserts the webpage name plus the file path (where the page is on the internet)

Media: Select a picture you want by clicking onto the + sign when you hover over the image.

Smart Lookup



Using the Smart Lookup pane lets you get search results without leaving the app and provides definitions, topics, articles, and top related searches from the web. The Search bar at the top of your document performs the same way.

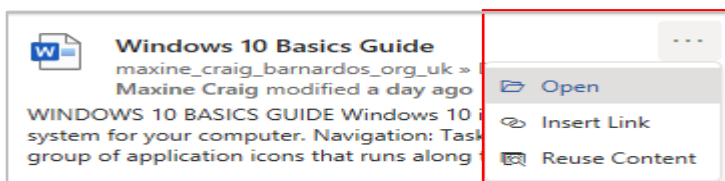
When you select a word or phrase, right-click it, then choose Smart Lookup from the menu that appears. **Note: it may appear as Search “.....” instead in Word and PowerPoint** but this produces the same results that are then displayed in the pane that appears on the right side of the screen.

You can also get to Smart Lookup/ Search any time by going to References command bar and choosing Search or Smart Lookup (depending on what shows there).

As with Reuse Files, you can narrow your search down by choosing Files, Web or Media.

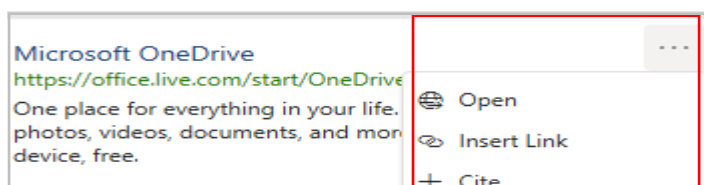
Files: If you find a file/document you wish to copy from, click into it and a + sign will appear to ‘insert content’. Scroll to anything you wish to reuse, make sure the + sign is over it and click. If you want more/less than is being covered by the +, you can also left click on your mouse and drag your cursor over what you want to select, then click the + sign. The selected text will be put into your current document.

However, you can click on the ellipsis (3 dots) next file’s name to choose other options:



- Open = opens the document in a new window (as long as you have access to it)
- Insert link = inputs a hyperlink to the document’s location
- Reuse content = opens the file in the Search sidebar for you to scroll through content (same result as clicking into the file and using the plus sign)

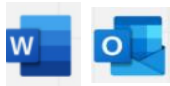
Web: You can either click onto the suggested web link or name and it should open the page in a new tab on your internet window, or you can use the ellipsis (3 dots).



- Open = opens the webpage in a new tab if you have Chrome or Edge open
- Insert link = inserts the webpage link using its name
- Cite = Inserts the webpage title plus the file path (where the page is on the internet)

Media: Select a picture you want by clicking onto the + sign when you hover over the image.

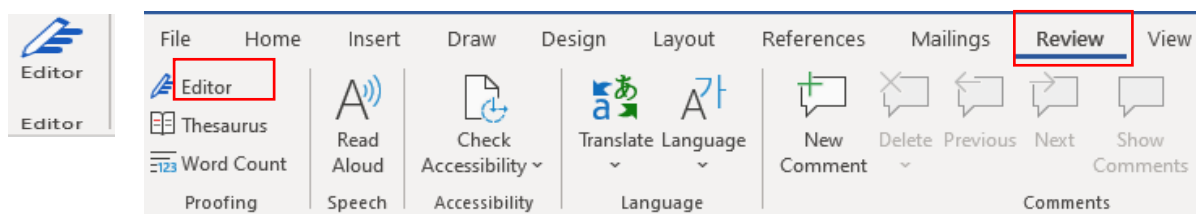
Editor



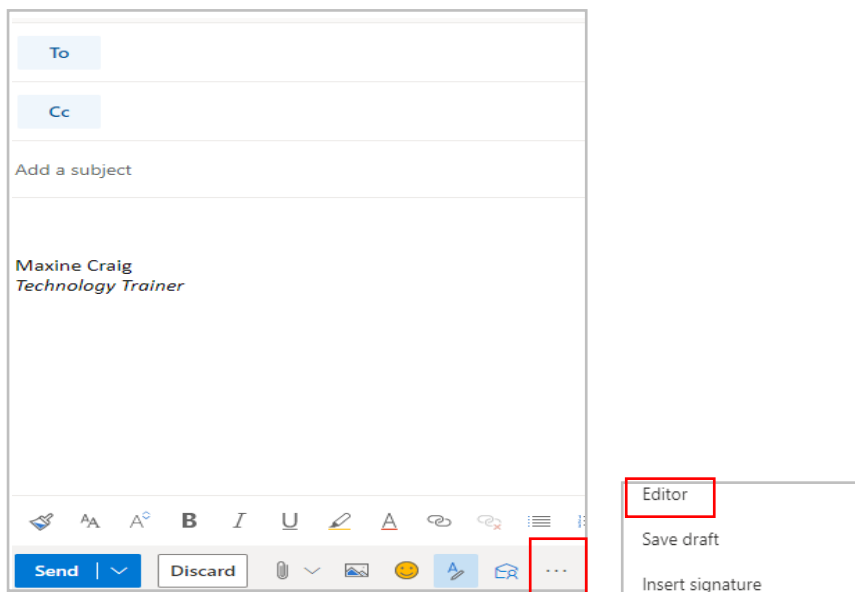
Editor helps you improve your writing in Word and in Outlook Online by identifying words and phrases that might need more polish. Editor analyses text as you type and makes suggestions when it finds misspellings and opportunities for improving.

When Editor is enabled, improved spelling and grammar suggestions will be automatically available to you. Editor is there to help you, but it will not prevent you from continuing with your document if you choose not to take its advice.

For both online and desktop versions of Word, you can find Editor on the Home and the Review command bar.



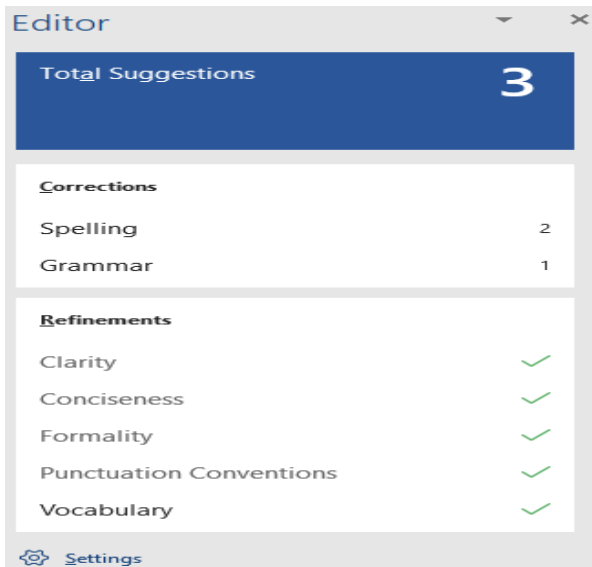
For Outlook Online, you will find Editor in the lower taskbar once you open a new blank email. (Unfortunately, Editor is not currently available on Outlook Desktop app.)



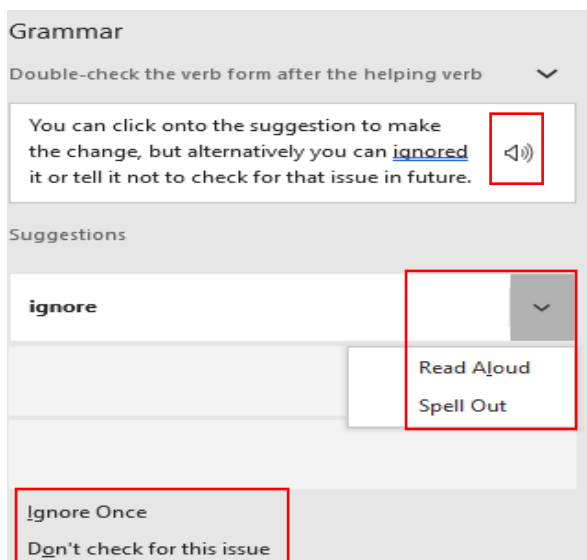
You have to go into the ellipsis to find it, but if you want easier access to it you can go into Settings (the cog in top right of Outlook Online), choose View all Outlook Settings > Customise actions > Toolbar to add it to the lower toolbar.



Click onto Editor and a pane will open on the right to tell you how many spelling, grammatical and refinement issues it has detected.

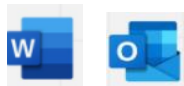


Click onto any of these sections that show a number, and Editor will give you alternatives or tell you what the correction is. You can press onto the 'read aloud' icon to get the issue read to you, and if you press on the drop-down arrow in the suggestion, you can choose between 'read aloud' or 'spell out'.



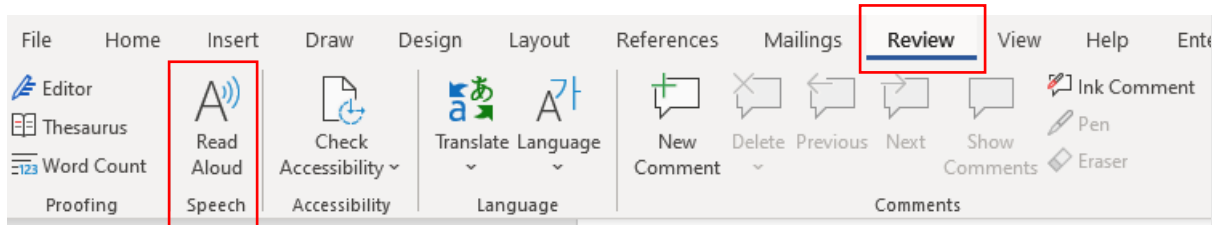
You can click onto the suggestion to make the change, but alternatively you can ignore it or tell it not to check for that issue in future.

Read Aloud

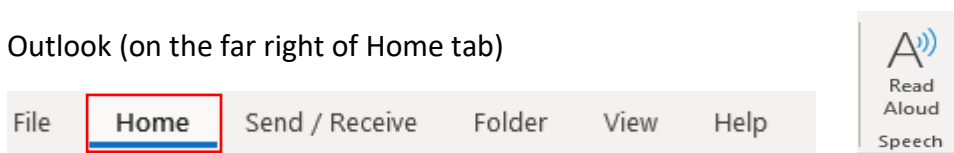


There is a Read Aloud feature available in Outlook Desktop app and Word Desktop app that vocalises and highlights each word.

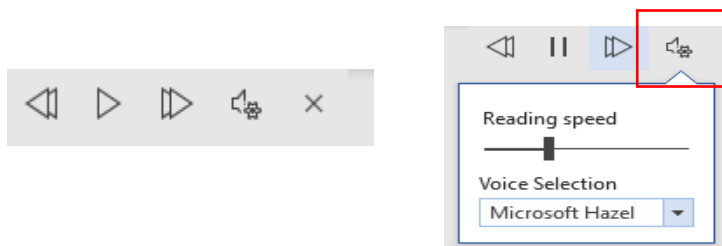
Word (Review tab)



Outlook (on the far right of Home tab)



Once switched on, a small box will appear to the right of your document with forward, pause and backward controls. Click on the settings icon to speed up or slow down the reading voice, and to choose your preferred voice.

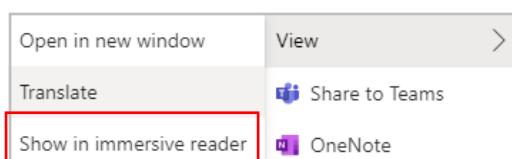


Note: there is currently no Read Aloud option in Outlook Online or Word Online.

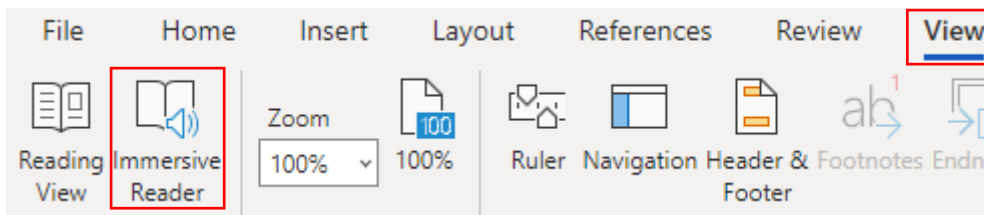
However, you can get emails read to you in Outlook Online using Immersive Reader. In the email you want to read, click onto the ellipsis at the top right.



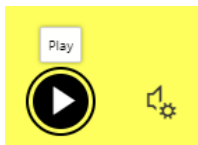
Then choose View and 'show in immersive reader'.



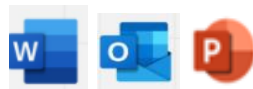
In Word Online, click onto View and choose Immersive Reader.



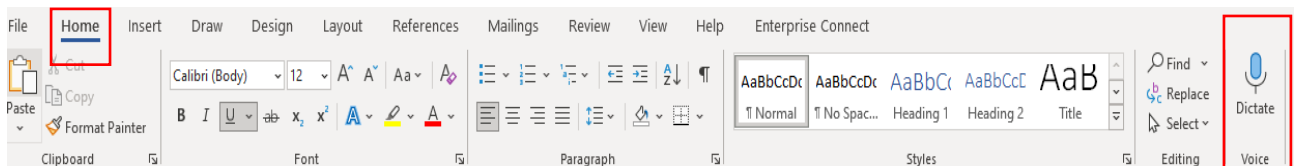
Whether using Word or Outlook, Immersive Reader will open in your email or word document and has an option for read aloud.



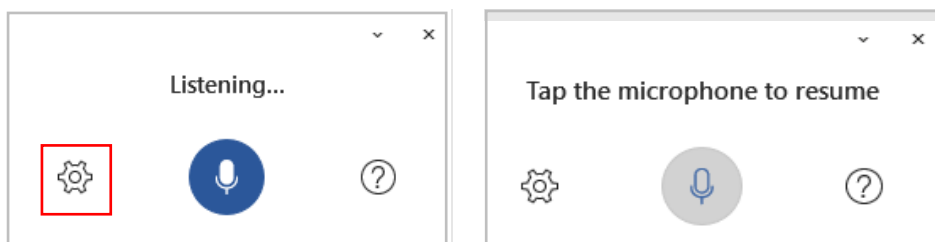
Dictate



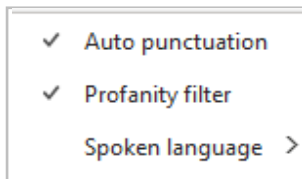
In both desktop and online versions of Word and PowerPoint you can find the Dictate feature in the Home commands. This is a great feature if you prefer not to type.



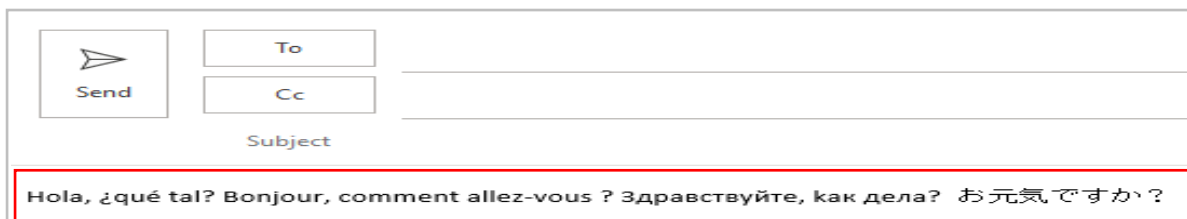
Click onto Dictate and you can start speaking immediately; a box will display on your screen on which you can tap the mic icon to resume or pause.



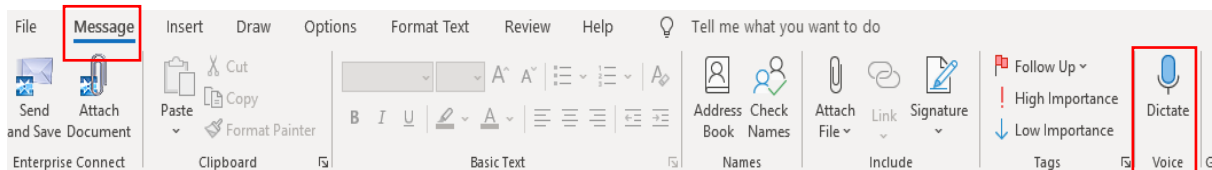
You can click onto the cog icon to set auto-punctuation and dictation language.



You can even choose a spoken language, speak to it in that language and it will type your dictation for your recipient to read in whatever language you spoke. Languages currently available are: English, French, German, Spanish, Italian, Swedish, Norwegian, Danish, Dutch, Russian, Portuguese, Finnish, Hindi, Chinese, Japanese Thai and Korean.



In Outlook Desktop, you need to open a new email first, then Dictate sits under the Message commands.



As with Word and PowerPoint, clicking onto Dictate will open a dialogue box and will change the Dictate icon to display as recording with the red button. All operations are the same as with Word above.

Appendix A: Word differences between Online and Desktop

Function	Word Online	Word Desktop
Adding captions, citations	No	Yes
Collaboration such as merge, combine and compare documents	No	Yes
Advanced page layout tools and printing tools	No	Yes
Apply Styles – paragraph and character	Yes	Yes
Autosave	Yes - inbuilt	Yes (optional)
AutoText (blocks of pre-formatted text that can be repeatedly inserted)	No	Yes
Bullets and numbering lists	Yes	Yes
Clipboard cutting and pasting	Yes using Ctrl + V To use your mouse, see page 7-8	Yes
Document parts and themes: content controls and pre-formatted collections of colour scheme, font scheme, and graphic effect pre-sets	No	Yes
Find and replace	Yes	Yes
Font formatting – type, size, bold, italic, underline, superscript	Yes	Yes
Footnotes and end notes	Yes	Yes
Full reading view	Yes (opens in web browser, layout and formatting same as Print Layout)	Yes
Headers and Footers	Yes	Yes
Hyperlinks	Yes	Yes
Insert video into document	No	Yes
Index (lists terms and topics within document along with pages they appear on)	No	Yes
Insert picture	Yes	Yes
Insert text boxes and shapes	Yes	Yes
Learning tools to improve reading skills	Yes – Immersive Reader and Editor	Yes
Mail Merge	No	Yes

Page Breaks	Yes	Yes
Password protection	Not able to open docs encrypted with password	Yes
Page layout tools: adjust margins, size of paper, orientation	Yes	Yes
Page layout tools advanced – page borders and line numbers	No	Yes
Page numbering	Yes	Yes
Paragraph formatting: align, run text right to left, indentation	Yes (not line spacing)	Yes
Pre-formatted font and colour schemes	Yes	Yes
Proofing tools: such as adding new words to the spell check dictionary, applying a custom dictionary, and language and translation tools	No	Yes
Real-time co-authoring	Yes	Yes
Rulers and guidelines	No	Yes
Researcher (find sources and content from the web)	No (use Search within References group)	Yes
Reference tools: Bibliography, index features.	Existing docs display as expected in View mode. In Edit mode, they appear as placeholders that you can delete but not edit or update.	Yes
Share facility from within document	Yes	Yes
SmartArt - Advanced art features, such as inserting shapes, charts, text boxes, SmartArt, or WordArt, are only available in the Word desktop app.	No - existing documents with SmartArt display in View mode. In Edit mode, they appear as placeholders that you can delete but not edit. They can't be moved or resize.	Yes
Translation	Yes	Yes
Table creation SIMPLE (insert, edit text and add/delete rows or columns)	Yes	Yes
Table creation ADVANCED (custom table style, cell size, text direction, sort order)	No	Yes
Table formatting (pre-set styles, header rows and columns, shading and borders)	Yes	Yes

Table of contents	Yes	Yes
Table of Authority	No, view only	Yes
Tracked changes	Yes but only in Editing or Reviewing mode	Yes
Templates – browse from professional designs.	Yes	Yes
View and comments	Yes	Yes
Watermarks	No	Yes

Appendix B: Excel differences between Online and Desktop App

Function	Excel Online	Excel Desktop
Accessibility Checker	Yes	Yes
AutoSum	Yes	Yes
Advanced formula tools	No	Yes
Add hyperlinks	Yes	Yes
Advanced time filtering (timeline slicer)	No	Yes
Advanced analysis views (Power View, Power Pivot, Slicers)	No	Yes
Auto-complete	Yes	Yes
Calculations	Yes	Yes
Charts (basic) - insert	Yes	Yes
Charts advanced – recommending which is best for your data	No	Yes
Cell references in formulas	Yes	Yes
Cell borders	Yes	Yes
Create external data connections	No (view only)	Yes
Conditional formatting	Yes	Yes
Comments (insert, edit and delete)	Yes	Yes
Data validation (to restrict data or values users can enter)	Yes	Yes
Duplicate or copy worksheets within a workbook or to another workbook	Yes	Yes
External references – link to a cell in another workbook	View only, no creation	Yes
Fill handle (bottom right corner of cell to fill adjacent cells)	Yes	Yes
Find and replace	Yes	Yes
Font style, colour, size, cell borders	Yes	Yes
Formula bar	Yes	Yes
Freeze panes	Yes	Yes
Go To (under find and replace commands) type in cell reference and jump to it	Yes	Yes
Group Data (can group and summarise in outline)	Yes	Yes
Insert charts	Yes	Yes

Insert pictures	Yes	Yes
Insert shapes	Yes	Yes
Merge and centre	Yes	Yes
Named ranges	Cannot create	Yes
Number formatting (type, decimal places)	Yes	Yes
Pivot table	Yes (but no 'recommended' option)	Yes
Pivot Chart	View, not create	Yes
Real time co-authoring	Yes	Yes
Refresh existing data connections	Yes	Yes
Remove duplicate values in a range or table	Yes	Yes
Rename and add sheets to workbook	Yes	Yes
Rename spreadsheet whilst open	Yes	No
Share facility from within document	Yes	Yes
Sheet protection (protect worksheet to prevent change and choose actions users can do)	Yes	Yes
Sheet Views (create customized views of worksheet without being disrupted by others. Set up a filter to display only the records that are important to you, without being affected by others sorting and filtering in the document.	Yes	Yes
Slicers – Slicers - View slicers in your worksheet and filter your data by selecting the slicer buttons.	View or delete only	Yes
Sort and filter data - view and reorder all worksheets, sort and filter data (top-to-bottom or left-to-right, multiple levels), and drill into the details of PivotTables. Sort conditionally-formatted data using their icons or colour values	Yes	Yes
Surveys via Microsoft Forms application	Yes	No
Status bar aggregates (bottom right of workbook)	Yes	Yes
Text formatting	Yes	Yes
Total data	Yes	Yes
Tables – create	Yes	Yes
3D charts	View only, not create or edit	Yes

VBA and macro scripting	Can't create, but can open and edit VBA-enabled sheets	Yes
What if analysis tools - If you want to use analysis tools such as Goal Seek, Data Tables, Solver, and Series	View 'what if' analysis only	Yes

Appendix C: PowerPoint differences between Online and Desktop App

Function	PowerPoint Online	PowerPoint Desktop
Alignment	Yes	Yes
Add, reorder, duplicate, hide and delete slides	Yes	Yes
Animations	37 animations but no customising	Yes
Bullets and number lists	Yes	Yes
Broadcast slideshow to remote audience	Yes	No
Charts	Display only but no creation	Yes
Cropping tool/handles	Yes	Yes
Design features – advanced (slide masters, modifying layouts)	No Can use own template for creating new files	Yes
Font formatting (bold, italics, size and colour)	Yes	Yes
Headers and Date	No	Yes
Footers and slide numbers	Yes	Yes
Hyperlinks insertion	Yes	Yes
Insert online video link	Content plays in Reading view and Slide Show, file size limit of 100 MB. Online video can be inserted from YouTube only.	Yes
Integrate Excel charts	No – view only	Yes
Insert pictures	Yes from your computer or Bing	Yes
Play embedded videos	No	Yes
Presenter view (behind-the-scene control of presentation flow, notes and zooming tools)	No	Yes
Proofing tools – spelling and language	Yes	Yes
Proofing tools – thesaurus and translation	No	Yes
Real time co-authoring	Yes	Yes
Reviewer features (merge and compare)	No	Yes

Screenshots	Cannot create	Yes
SmartArt	Yes	Yes
Slideshow facility	Yes with a browser and internet	Yes
Slide sorter view (your slides in thumbnail form)	Yes	Yes
Texts and shapes - formatting	Limited, no gradients or effects	Yes
Text and shapes – move, resize, re-order	Yes	Yes
Tables – creation and editing	Yes	Yes
Tables – merge and split cells	No	Yes
Themes	View only	Yes
Transitions	Yes	Yes
View and add comments	Yes	Yes
View and edit slide notes	Yes	Yes
Word Art	View only	Yes