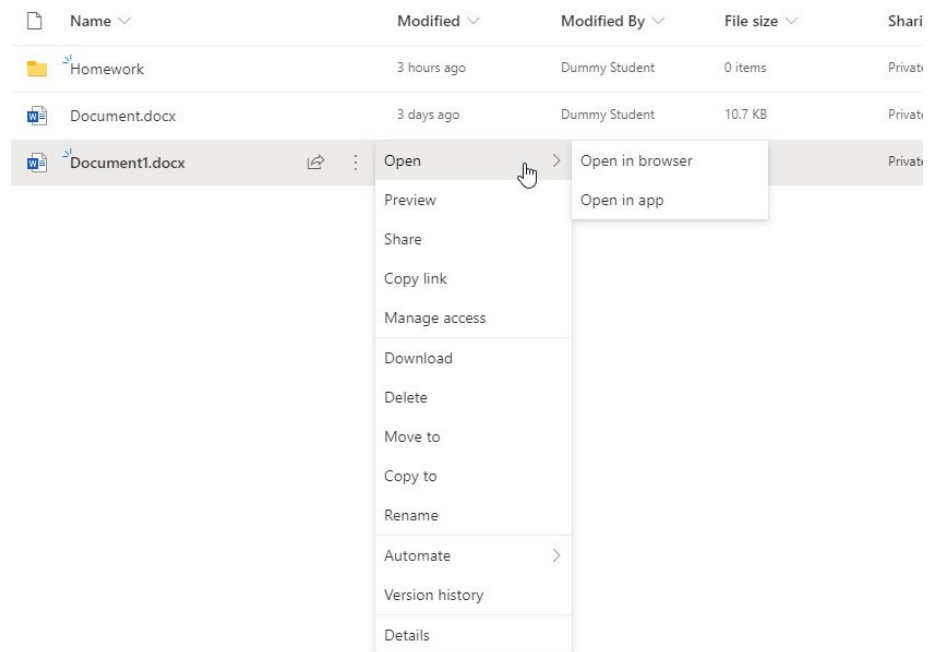
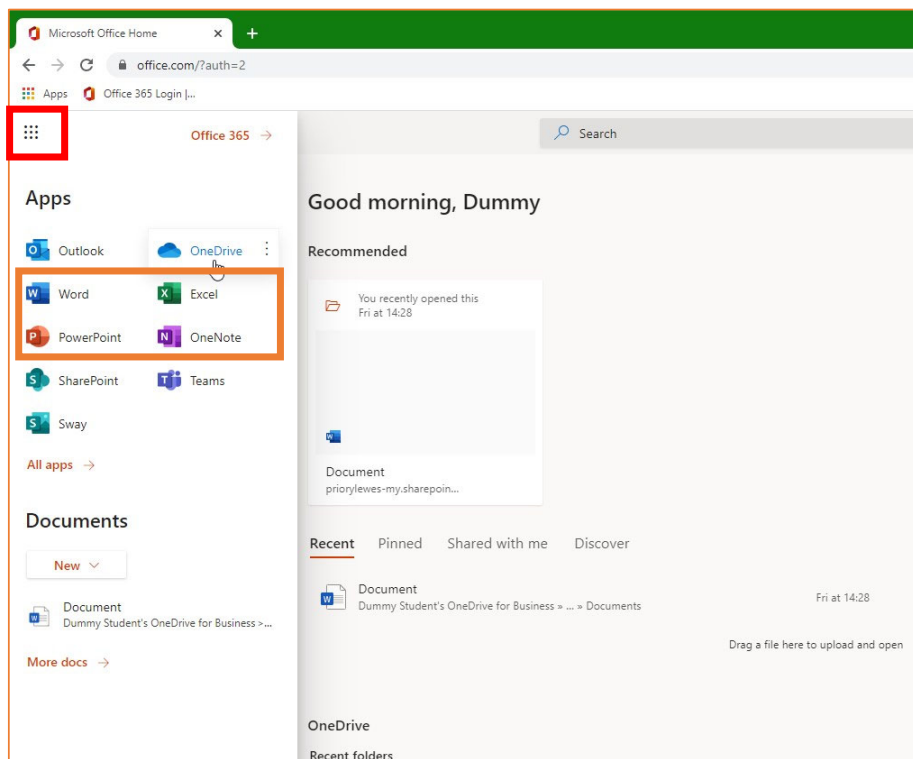


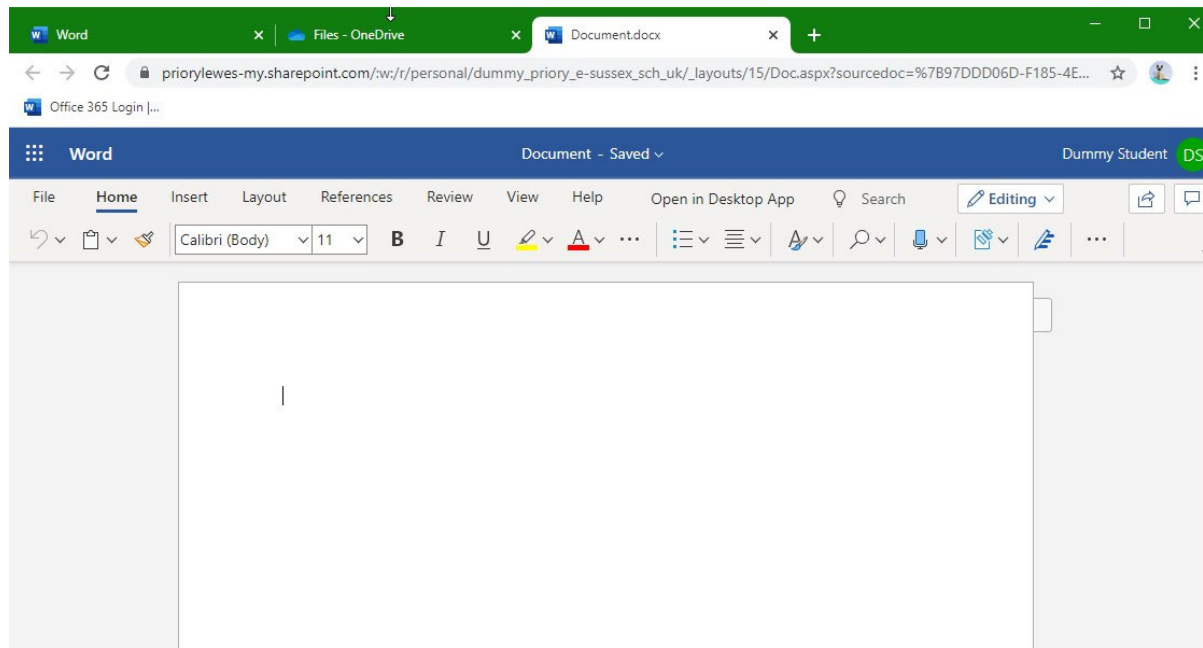
Office Apps in the Browser

It is possible to use Word, PowerPoint and Excel directly in a web browser. These are slightly cut down versions of the full desktop applications but are sufficient for doing work with.

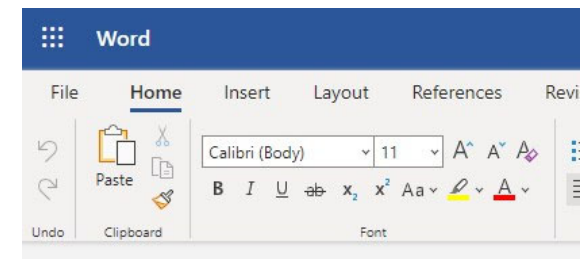
You can access the online versions of Office Apps from the 9 dots App launcher or by opening a file from OneDrive.



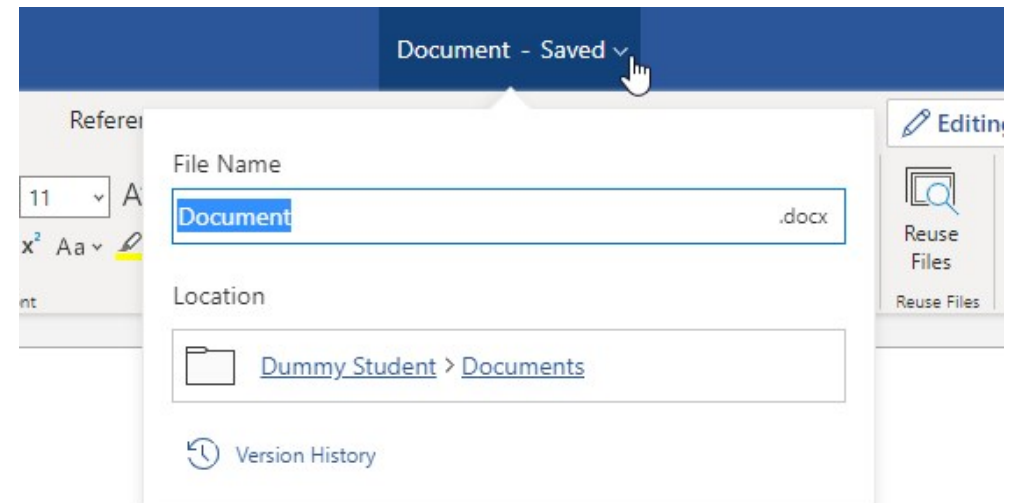
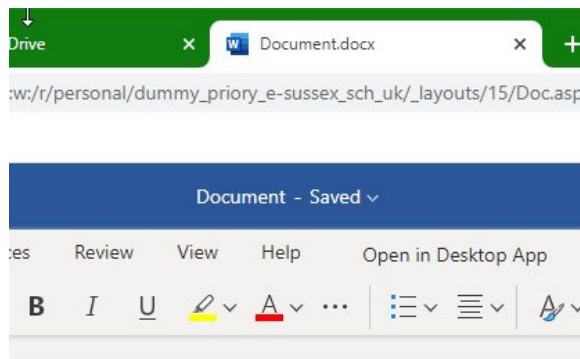
This is an example of Word Online. The interface is very similar the desktop version with a menu bar and the 'ribbon'.



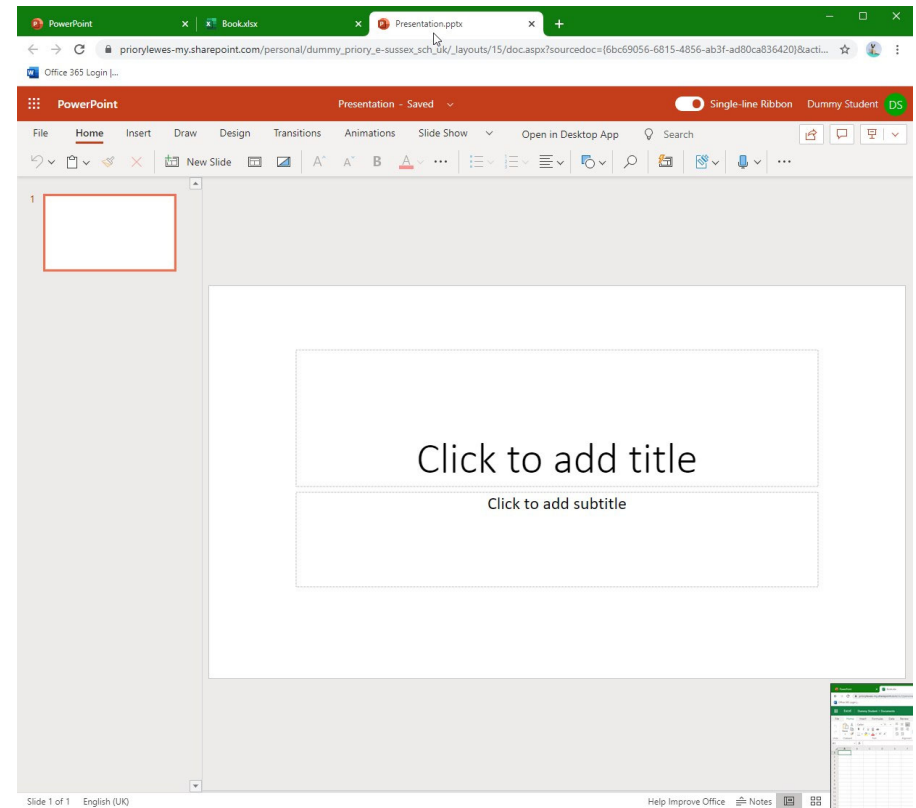
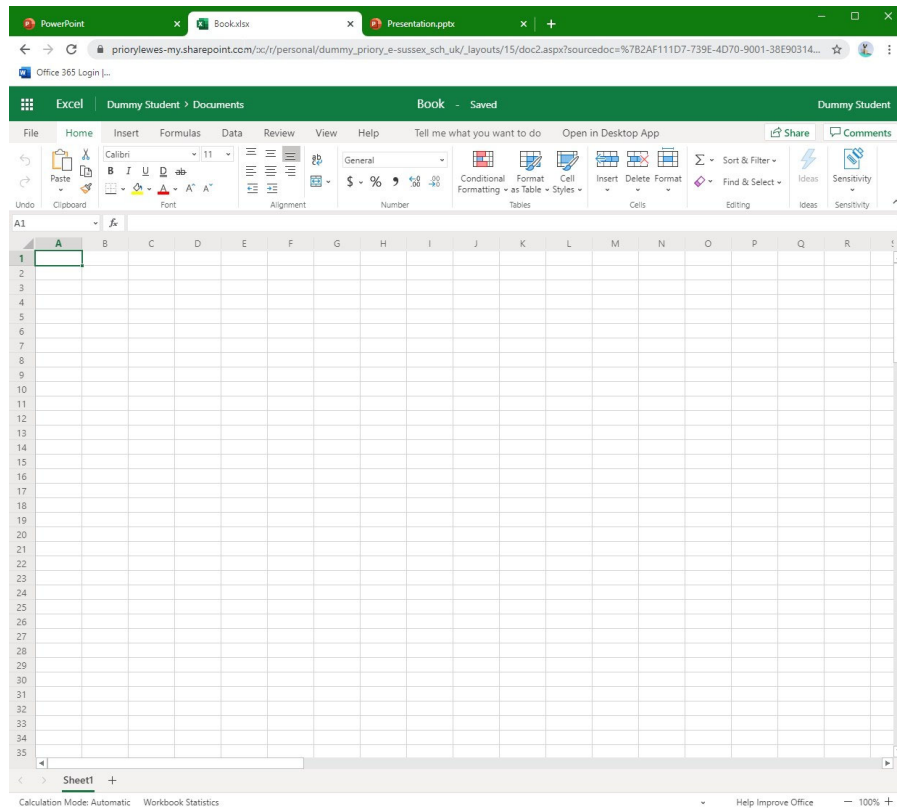
Click here to expand the ribbon.



Documents created and edited in Word Online are automatically saved to your OneDrive. The document will say 'Saved' in the top middle of the screen to let you know that it is all up to date. If you want to rename the document click on 'Saved' and a box pops up where you can enter a new file name. This box also tells you where the document is currently saved.



Excel and PowerPoint online have similar interfaces



Documents you work on are kept up to date and can be seen in your OneDrive.

