



Microsoft

Office Web Apps

Reference Sheet



What are they?

Microsoft Office Web Apps extend your Microsoft Office experience to the web browser, where you can work with documents right there on the website where the document is stored. Office Web Apps are available for organizations that have installed and configured Office Web Apps on their SharePoint site, and for professionals and businesses that subscribe to select Office 365 services.

Office Web Apps



The Fundamentals

- **To Save:** When working on the online versions, you do not have to click save; it saves automatically while you are working. There is no save button.
- **Saves Directly to OneDrive:** When you open a new document through web app, it automatically saves that document in your OneDrive.
- **To Download a Copy:** Go to the file tab of the office web app you are working in, go to Save As, select Download a Copy.
- **To Download as PDF:** Go to the file tab of the office web app you are working in, go to Save As, select To Download as PDF.
- **To Create a New Document through Office 365:** Right from the main page of the Office 365, click on the document that you would like to create.
- **To Create a New Document while working in another document:** Go to the file tab of the office web app you are working in, go to New, and then select what document you want to create.
- **To Create a New Document through OneDrive:** Click on the New icon and then select the document that you would like to create.
- **To Open Recent Documents:** Go to the file tab of the office web app you are working in, go to Open, and there should be a list of all your recent documents that are on your OneDrive.
- **To Print:** go to the file tab of the office web app you are working in, go to Print, and then select Print.
- **To Share with People:** Go to the file tab of the office web app you are working in, go to Share, and then select Share with People; from there you will be able to invite other people to view or edit that document.
- **To Embed:** Go to the file table of the office web app you are working in, go to Share, and then select Embed.
- **To Name or Rename the Document:** In office web apps, to change the name of the document you are working on; click on the title of the document, and then just start typing the name of the document in that area.
- **To Open a Document in a Full Functionality of Microsoft Products:** Go the file tab of the office web app you are working in, go to Info and then select open in depending on what office app you are working it; it will be either open in Word, Excel, PowerPoint or OneNote. Or in the ribbon of the document you can click Open In that Microsoft product.
- **To View Comments:** When you share with other people your document(s), you can see their comments and editing marks by going to the Review tab in the office web app you are working in, and selecting Show Comments.



Word Web App

- **To Format Font:** Go to the Home tab, in the Font group you can change the font, font size, font color and make the font bold, Italic or underline.
- **To Create a Bulleted or Numbered List:** Select the paragraph you want to bullet or number and click the Bullets or Numbering button located under the Home tab in the Paragraph group.
- **To Insert Page Break:** Click in the document where you would like the page break to be placed, then go up to the Insert tab and click on the Page Break button.
- **To Insert Table:** Click in the document where you would like to insert the table, then go up to the Insert tab and click on the Table button. Then create the table you would like.
- **To Insert Header & Footer:** Go to the Insert tab, and click on the Header & Footer button. From there add your Header & Footer. Once you are done click back on the document. Your Header & Footer won't be shown, but they are still there if you click back on the Header & Footer button.
- **To Change Page Orientation:** Go to the Page Layout tab, click on the Orientation button. From there you can decide if you want your page layout to be portrait or landscape.
- **To Change Margins:** Go to the Page Layout tab, click on the Margins button. From there you can pick from the list that provided or you can customize your margins by clicking on Custom Margins.
- **To Check Spelling:** Go to the Review tab, click on the  , and then select spelling.

PowerPoint Web App

- **Insert New Slide:** Go to the Home tab, and in the Slides group and click the New Slide button or you can go to the Insert tab and click on the New Slide button.
- **Change Slide Layout:** Go to the Home tab, and in the slides group and click the Layout button.
- **Change the Design:** Go to the Design tab and from there you can choose the theme or variants or you can customize it.
- **To Add Transitions:** Go to the Transitions tab and from there you can pick out of all the effect options to apply to the slide.
- **To Add Animations:** Click on the item that you want to add an animation to, then go to the Animations tab. From there you can pick out of all the effect options to apply to that item.
- **To Run the Slide Show:** Go to the View tab and click on the Slide Show button in the Presentation Views.
- **To Insert Illustrations:** Go to the Home tab, and in the Drawing group select an illustration that you would like to insert into your presentation or you can go to the Insert tab and in the Illustration group, you can select an illustration.
- **To Insert Text Box:** Go to the Insert tab and in the Text group click on the Text Box button.

Excel Web App

- **To Wrap Text:** Click on the cell that you want to wrap the text in, go to the Home tab and click on the Wrap Text button in the Alignment group.
- **To Merge & Center:** Highlight the cells that you want to merge together, go to the Home tab and click on the Merge & Center button in the Alignment group.
- **Create a Survey:** Go to the Home tab and click on the Survey button in the Table group. From there select New Survey.
- **To Insert a Function:** Click on the cell that you want to add the function to, go to the Insert tab and click on the Function button. From there choose the function you want to add and select it.
- **To Insert a Chart:** Highlight the cells that you want to create a chart with, go to Insert and select a chart from the chart group.
- **To Insert a Table:** Highlight the cells that you want to create a table with, go to Insert and click on the Table button. Then click ok.
- **To Insert a Row or Column:** Right click to the right of the column, or below the row you want to insert. Select Insert from the contextual menu, or click the Insert button in the Cell's group on the Home tab.
- **To Delete a Row or Column:** Select the row or column heading(s). Right click and click and select Delete from the contextual menu, or click the Delete button in the Cells group on the Home tab.

OneNote Web App

- **To Insert New Page:** Go to the Insert tab and in the Notebook group, click the New Page button.
- **To Insert New Section:** Go to the Insert tab and click the New Section in the Notebook group.
- **To Show all Authors:** Go to the View tab and in the Authors group, click on the Show Authors button.
- **To Add Tags:** Click within the document where you would to insert a tag, then go to the Home tab and click on the Tag button in Tags group. From there you can choose from all the tag options.
- **To Insert Link:** Select the display text that you would like to connect a link to, then go the Insert tab and click on Link button in the Links group. Type in the address and click insert.
- **To Insert Picture:** Go to the Insert tab and click on the Picture button in the Pictures group. Choose the file that you want to insert. And click insert.
- **To Change Paragraph Alignment:** Select the paragraph that you want to change the alignment of, go to the Home tab and in the Basic Text group, and click on (insert icon). And select what alignment you would like.
- **To Highlight a Word(s):** Select the word(s) and go to the Home tab and in the Basic Text group, and click on  . And select what color you would like.