

## CHAPTER 1

## InFocus

# INTRODUCTION TO OFFICE ONLINE

**Office Online** is a cloud-based, free-to-use suite of applications designed to make it easy for you to work on the go using multiple devices. You can use these applications to access and work on all kinds of documents, even if you don't have the Microsoft Office desktop applications installed. All you need is a supported web browser.

**In this session you will:**

- ✓ gain an understanding of the cloud
- ✓ gain an understanding of **Office Online**
- ✓ gain an understanding of how **Office Online** is integrated into **Office 365**
- ✓ learn how to access **Office Online** from the home page.

# WORKING IN THE CLOUD

**Cloud computing**, in very simple terms, refers to internet-based computing (**cloud** is a metaphor for the internet) where different services like storage and applications are provided to

computers and devices through the internet. Office 365 is a primarily cloud-based service allowing you to access your work from any compatible device with an internet connection.

## What Is The Cloud?

The **cloud** is a computer term for off-site storage and hosting. This means that files and software can be stored in another location (i.e. on Microsoft's servers), and you can access them online. An example of cloud storage is OneDrive, which allows you to store files online and access them from almost any device with an internet connection – your computer, tablet or even your smartphone.

## Advantages Of Working In The Cloud

Working in the cloud means that you are able to save your files to the cloud (i.e. OneDrive) and you can access them from any compatible device as long as it has an internet connection. This saves you from relying on using USB drives, portable hard drives and email to transport files or share them with other people. Cloud sharing capabilities mean that several people can work on one file at the same time, eliminating issues that arise with having several versions of the same file. You can also save files to both the cloud and your hard drive, ensuring you have backup copies in case of emergencies such as computer failure.

Another advantage of working in the cloud is the unlimited storage space. If you run out of storage space on your computer, you need to either free up space by permanently deleting files or add more space by purchasing and installing additional hard drives. However, if you run out of storage space in your OneDrive you can simply pay an annual fee to receive more.

## Disadvantages Of Working In The Cloud

There are some disadvantages to consider before you commit to working in the cloud, chiefly in the areas of security and reliability. While using cloud-based services means you can access your work from anywhere as long as you have an internet connection, it also means that someone else can too. Having all of your work online rather than on your company's server means that you need to be extremely careful to protect your login details, such as your password. You also need to be aware of the terms and conditions of using services such as OneDrive, and that your files may be scanned by Microsoft without your knowledge or consent.

Reliability is an aspect of working with the cloud that is largely out of your control. Most Microsoft cloud services such as Office 365, Office Online and OneDrive come with a 99.9% uptime guarantee, meaning that Microsoft has committed to ensuring you can access them at any time, with virtually no downtime or crashes. However, if a crash does occur you may lose access to your files and services until the problem is fixed. You also need to make sure your internet connection is reliable for the same reason; it is difficult and frustrating to work in the cloud if your connection drops in and out. If you are concerned about reliability, you might like to keep copies of the files you are currently working with on your hard drive so that you can access them without being connected to the cloud if need be.

## OneDrive

OneDrive is a cloud storage system hosted by Microsoft. When you save files to your OneDrive, they are saved in the cloud and you can access them from virtually any device with an internet connection. When you sign up for a Microsoft account (for example, if you have a Hotmail or Outlook.com email address) you automatically receive a OneDrive account with a certain amount of space for free. If you have an Office 365 business subscription you will have access to OneDrive for Business – a version of OneDrive specifically designed for use in a work environment.

Using OneDrive is an important aspect of working with Office Online as all of your Office Online files are automatically saved to your OneDrive. It is also a main point of access for the Office Online applications.

# UNDERSTANDING OFFICE ONLINE

**Office Online** is an online suite comprising web browser-based versions of Microsoft Office applications. You can use Office Online to create and edit documents on a range of devices

without needing access to the desktop applications. Office Online works in conjunction with OneDrive and is incorporated into Office 365.

## What Is Office Online?

Office Online is a suite of online applications that is designed to make it easy to work in a range of different situations and from a range of different locations. You can access Office Online from any device with an internet connection, including a desktop or laptop computer and a tablet.

You can use Office Online for free with a Microsoft account or you can use it as part of your Office 365 subscription. Office Online as part of an Office 365 for business subscription has increased functionality as files created in Office Online can be used across other Office 365 services such as **Sites** and the like.

Office Online is run entirely in the cloud and automatically saves your files to your OneDrive (if using with a Microsoft account) or OneDrive for Business (if using with Office 365).

The applications included in Office Online are:

<b>Word Online</b>	Word Online is a word processing application that can be used to create, view and edit Word documents and PDF files. There is a large range of documents you can create in Word Online including meeting agendas, long documents, resumes and much more.
<b>Excel Online</b>	Excel Online is used to create, view and edit spreadsheets. Using Excel Online you can store, sort and analyse data using a variety of different methods such as charts or tables.
<b>PowerPoint Online</b>	PowerPoint Online is used to view, create and edit slide show presentations.
<b>OneNote Online</b>	OneNote Online is used to view, create and edit notebooks. Notebooks are a useful way of organising information such as study notes, project data, recipes, craft ideas and so on.

As well as creating new files, you can use Office Online to view, edit and share existing Microsoft Office documents whether they were created in Office Online or a desktop Office application.

## Office Online Vs. Microsoft Office Desktop Applications

Office Online is designed to be used in conjunction with the Microsoft Office desktop applications rather than as a replacement for them. While the Office Online applications are very useful for quickly viewing, editing and sharing documents, they have limited functionality compared to their desktop counterparts. Their main purpose is to enable you to access your documents when you aren't using your regular device – i.e., a computer that has the Microsoft Office desktop applications installed.

Within Office 365, the Office Online desktop applications are very useful for working collaboratively. Several people can edit the same document at once, meaning everyone is always working with the most up-to-date file. It is also easy to share files and keep them organised using OneDrive and team sites.

## Office Online System Requirements

All you need in order to access and use Office Online is a supported web browser such as Internet Explorer or Safari. You are not required to have the Microsoft Office desktop applications installed. Office Online can be accessed from a range of different devices including computers, tablets, iPads and smartphones.

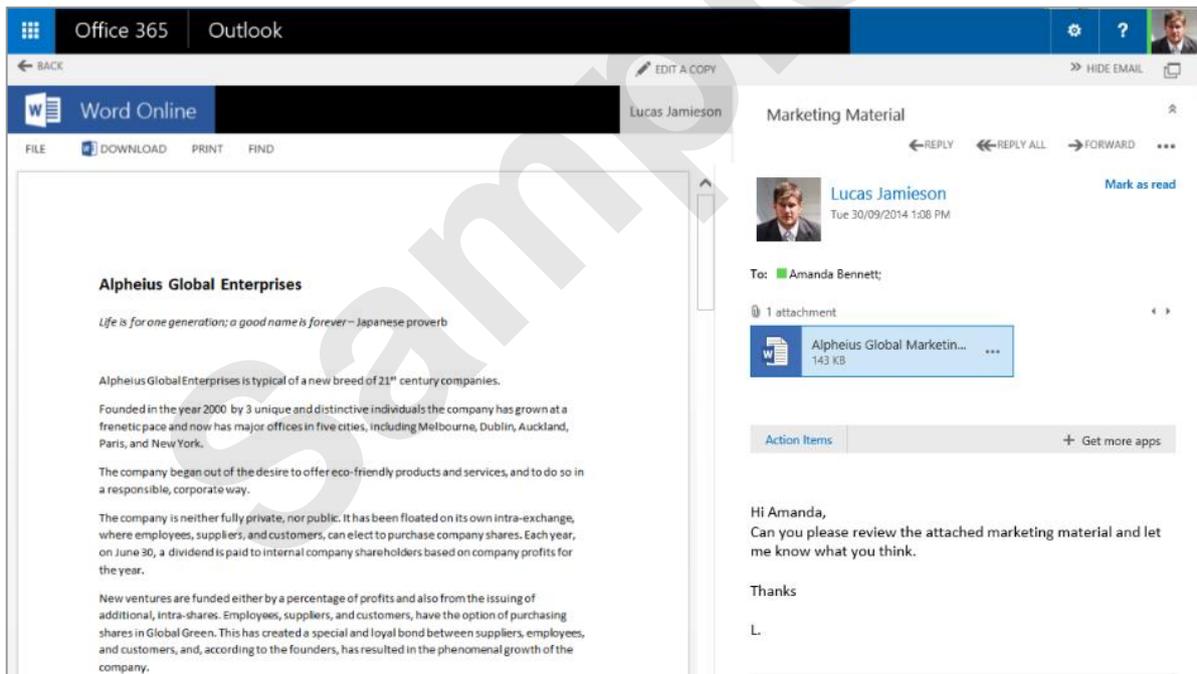
# OFFICE ONLINE AND OFFICE 365

While you don't need an Office 365 account in order to use Office Online, Office Online is integrated into Office 365 and can greatly enhance your experience of Office 365. For

instance, Office Online makes sharing documents and collaborating with colleagues within the OneDrive for Business and Sites services much easier.

## Outlook

One of the ways in which Office Online is integrated into Office 365 is in the Outlook email service. While there are now many methods for sharing files online, sending them as email attachments remains a popular and efficient option. Office 365 makes it even more efficient by detecting if an attached file is compatible with Office Online, and if so, opening it in the appropriate application in the same browser window. For example, if a colleague sends you a Word document as an email attachment, it is no longer necessary to download the document and view it in the Microsoft Word desktop application; you can simply click on the attachment to open it in Word Online in the same browser window. The email to which the file is attached will continue to be displayed in the **Reading** pane, so you can see both the document and the email side-by-side. Outlook will display any attachments that have a compatible file type in Office Online – for instance, PDF files are treated as documents and are opened in Word Online – however it is important to remember that not all file types will have a compatible Office Online application and therefore some attachments will still need to be downloaded and opened in the appropriate program.



## Sites

Office Online also comes in handy when you are working with sites in Office 365. Amongst many other things, sites include document libraries where you can upload files to share and work on with your colleagues. You can choose to download files from a site in order to save them to your computer and work on them privately; however, if you just open a file in Office Online directly from the site, you and your colleagues can edit the file at the same time and the changes will be saved automatically. This means that everyone is always working with the most up-to-date version of a file and eliminates issues that arise when different versions of a file are being shared.

# ACCESSING OFFICE ONLINE FROM THE HOME PAGE

While you will probably find that you usually access the Office Online apps in Office 365 from your OneDrive for Business service, you might also find it useful to use the Office 365 home

page. You can click on the relevant tiles on the Office 365 home page to open new documents in Word Online, Excel Online, PowerPoint Online and OneNote Online.

## Try This Yourself:

*Before starting this exercise ensure you are signed in to Office 365...*

- 1 Click on **Office 365** on the navigation bar to display the Office 365 home page if it is not already displayed

- 2 Click on the tile for **Word Online** as shown to open a new document

*Notice that Word Online opens in a new browser tab...*

- 3 Click on the name associated with your Office 365 account at the top of the screen, next to the Word Online logo

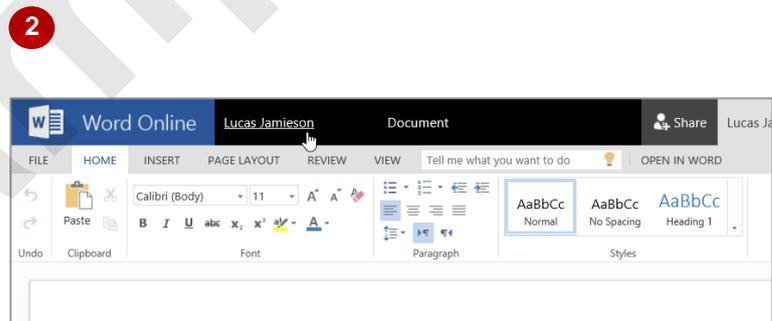
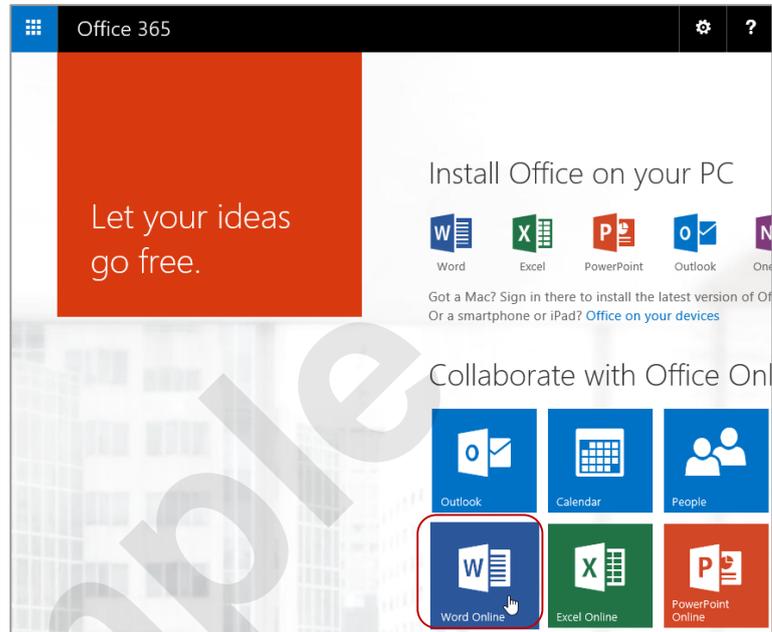
*You are directed to your OneDrive, where the new document is automatically saved...*

- 4 Select the document you just created

*We don't need this document, so let's delete it...*

- 5 Click on **manage**, select **Delete**, then click on **[OK]** to delete the document

- 6 Click on **Office 365** in the navigation pane to return to the Office 365 home page



## For Your Reference...

To **access Office Online** from the **home page**:

1. Click on the Office 365 logo in the navigation bar to display the home page
2. Click on an Office Online tile to open a new file in the relevant online application

## Handy to Know...

- Every time you open a new file in Office Online from the home page, the file will be saved to your OneDrive even if you don't make any changes to the file. You may find it beneficial to check your OneDrive every now and then, and delete any blank files you have created inadvertently.



# STARTING WITH OFFICE ONLINE

The Office Online applications can be very useful for working on the go and across a range of devices. Before you get started, however, there are some basic concepts and skills to learn that apply to all of the applications.

## In this session you will:

- ✓ learn how to access **OneDrive for Business**
- ✓ gain an understanding of the **OneDrive** screen
- ✓ learn how to upload files to **OneDrive**
- ✓ learn how to open files from **OneDrive**
- ✓ learn how to rename files in **OneDrive**
- ✓ learn how to delete files and folders
- ✓ learn how to sign in to **Office Online**
- ✓ gain an understanding of the **Office Online** screen
- ✓ gain an understanding of the backstage
- ✓ learn how to save a document
- ✓ gain an understanding of **Reading View** and **Edit View**
- ✓ learn how to open an existing document
- ✓ gain an understanding of working collaboratively in **Office Online**
- ✓ learn how to access desktop version from **Office Online**
- ✓ gain an understanding of how to use the 'Tell me what you want to do' feature.

# ACCESSING ONEDRIVE FOR BUSINESS

In order to access OneDrive for Business you must be signed in to your Office 365 account. Once you have signed in to your Office 365 account, accessing OneDrive for Business is

easy. From the OneDrive for Business screen, you can create new documents, open existing documents, share documents with others in your organisation and much more.

## Try This Yourself:

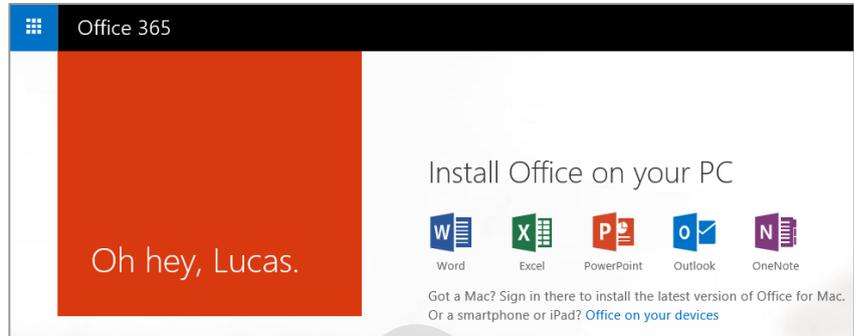
*Before starting this exercise ensure you have an internet browser open...*

- 1 Ensure you are signed in to your Office 365 account

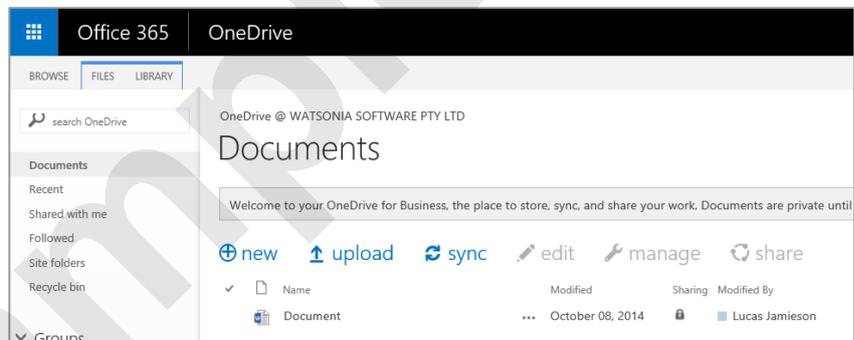
*Depending on your settings and your permissions, your screen may appear differently to the Outlook Web App screen shown in the example...*

- 2 Click on the app launcher in the navigation bar, then click on the **OneDrive** tile to display the **OneDrive** screen

*Depending on how big your screen is you may have to click on the more menu icon in the navigation bar to display a menu of options and then select OneDrive*



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## For Your Reference...

To **access OneDrive for business**:

1. Sign in to Office 365
2. Click on **OneDrive** in the navigation bar

## Handy to Know...

- Once you have synced your files between desktop and OneDrive you can access OneDrive using File Explorer. Simply right-click on the **OneDrive** folder under **Favourites**, point to **OneDrive for Business** and select **Open in browser** to display your personal OneDrive in the browser window.

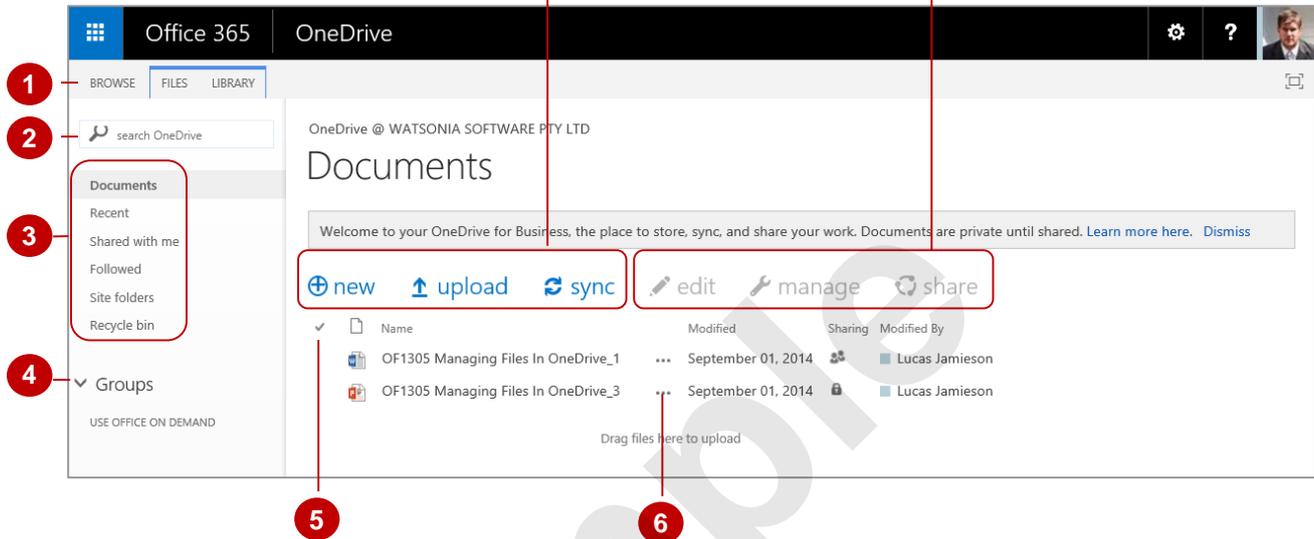
# THE ONEDRIVE SCREEN

The **OneDrive for Business** screen contains many tools that you can use to add, create and manage your files. Whether you want to upload existing files from your device, create new files in

Office Online or sync files from OneDrive with your device.

Click on **new** to create a new file, **upload** to upload an existing file and **sync** to sync files from other devices

These options become available when a file is selected.



- 1 By default OneDrive for Business will open with the **BROWSE** tab selected, ensuring you can view and access all of your files. If you click on the **FILES** tab, a ribbon will display with options relating to individual files. If you click on **LIBRARY**, a ribbon will display with options specific to modifying a library.
- 2 Search **OneDrive** for files stored in various places within Office 365.
- 3 This is the default list of folders that OneDrive for Business provides you with. **My Documents** contains any documents you have uploaded, **Followed Documents** contains documents that you have elected to follow, **Shared With Me** contains documents that others have chosen to share with you, **Site Folders** contains folders that you have created as part of a **Team Site** and the **Recycle Bin** contains any files you have deleted from the OneDrive for Business screen. To permanently delete a file from OneDrive for Business you must delete it from the **Recycle Bin** folder.
- 4 **Groups** allows you to create new groups and join existing ones so as to share and collaborate with specific colleagues more effectively.
- 5 Clicking on the **Select or deselect all items** icon will either select or deselect all of the files in the list. If you click in this column next to an individual file, the individual file will be selected.
- 6 Clicking on the **Open Menu** icon displays a preview pane containing a thumbnail preview of the selected file. There are also options for viewing, editing, sharing and managing the file.

# UPLOADING FILES

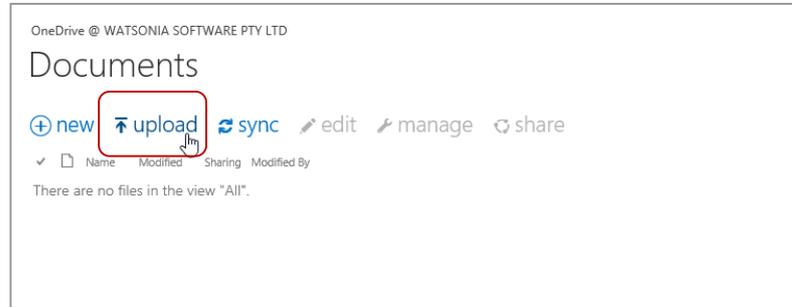
Uploading files to **OneDrive** is very easy. You can even upload files by simply selecting them in **File Explorer** and dragging them across into the **OneDrive for Business** screen. Once you have

uploaded files to **OneDrive** you can access these files from any device that has an internet connection.

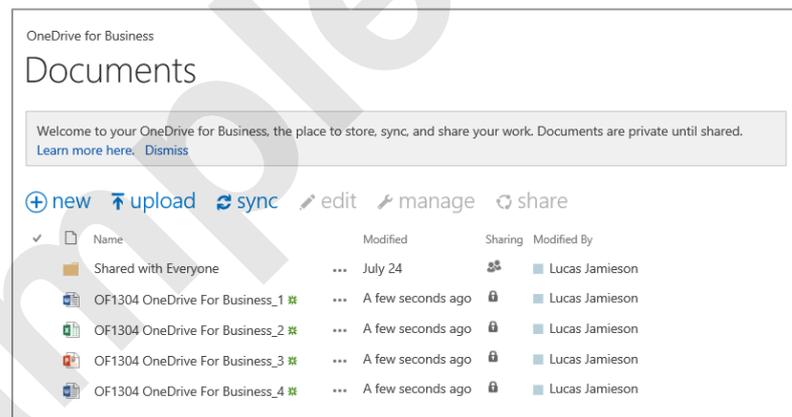
## Try This Yourself:

*Before starting this exercise you MUST ensure you are signed in to OneDrive for Business...*

- 1 Click on **upload** as shown to display **Choose File to Upload** dialog box
  - 2 Navigate to the course files folder, click on **OF1304 OneDrive For Business\_1.docx**, then click on **[Open]**
  - 3 Click on **[OK]** to upload the file
- Let's upload multiple files...*
- 4 Repeat step 1 and 2 to select **OF1304 OneDrive For Business\_2.xlsx**
  - 5 Hold down **[Shift]**, then click on **OF1304 OneDrive For Business\_4.docx** to select the three files
  - 6 Click on **[Open]**, then click on **[OK]**



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## For Your Reference...

To **upload files** to **OneDrive**

1. Click on **Upload**
2. Select the file, then click on **Open**

## Handy to Know...

- You can add documents to OneDrive for Business by opening your OneDrive folder in File Explorer and moving files from your device to this folder.

# OPENING FILES FROM ONEDRIVE

In OneDrive for Business you can choose to open your files in either the online version of the relevant application or the desktop version. The option you choose depends on what you want to

do with your file. Generally if you want to perform more complex tasks with your file you should choose to open the file with the desktop version as it has more functionality.

## Try This Yourself:

*Before starting this exercise ensure you have completed the previous exercises in this chapter...*

- 1 Point to the file name of the file **OF1304 OneDrive For Business\_1**

*Notice that when you point to the name of the file it appears underlined...*

- 2 Click on the file name to open the file in **Word Online**

*If you wanted to edit the document you would have to click on **EDIT DOCUMENT** and select **Edit in Word Online**...*

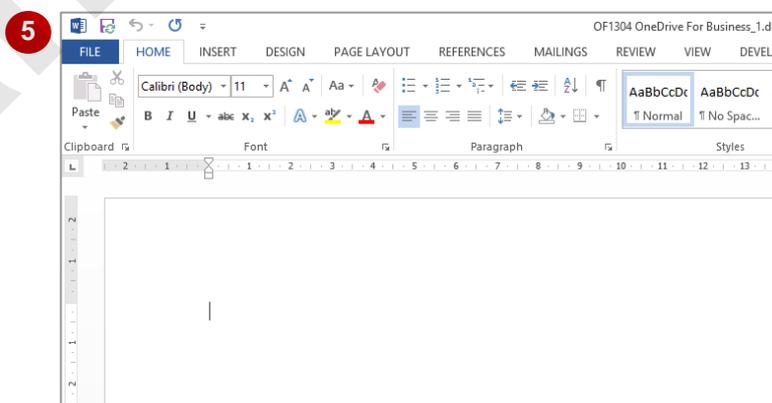
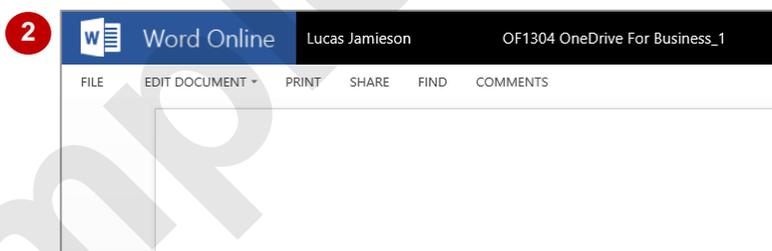
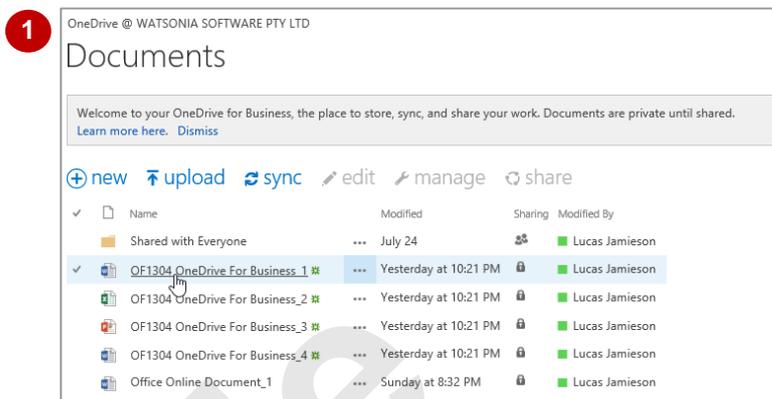
- 3 Click on your name to return to the OneDrive screen

- 4 Click on the **More** menu (the ellipsis next to the file name) for **OF1304 OneDrive for Business\_1.docx** to display a menu of options

- 5 Click on **EDIT** to open the file in Word (desktop)

*You could make changes to the file here and save it so that next time you open the file in Word Online the changes appear...*

- 6 Click on **Close**, then return to the **OneDrive** window



## For Your Reference...

To **open a file from OneDrive**:

- Click on the title of the file to open in Office Online
- Click on the **More** menu for the file, then select **EDIT** to open the file in Office (desktop)

## Handy to Know...

- You can create new files in OneDrive by clicking on **new**, then selecting the type of file you wish to create. This will open a new blank document in the relevant online application.

# EDITING ONEDRIVE FILES

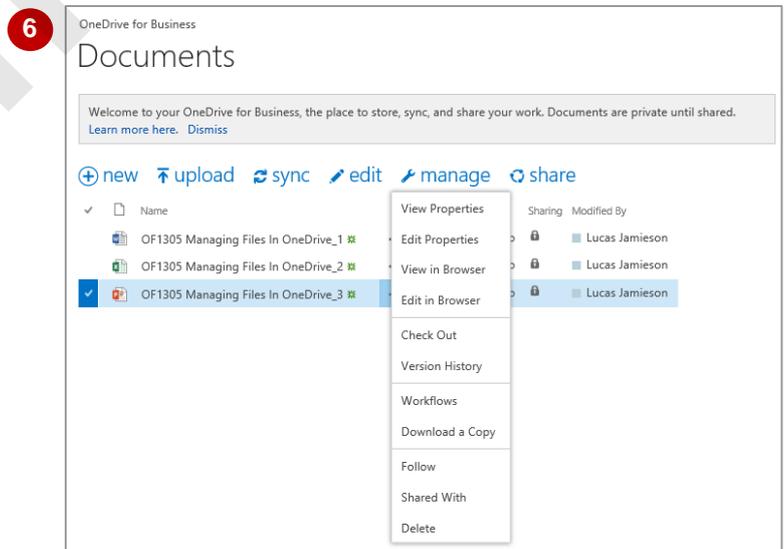
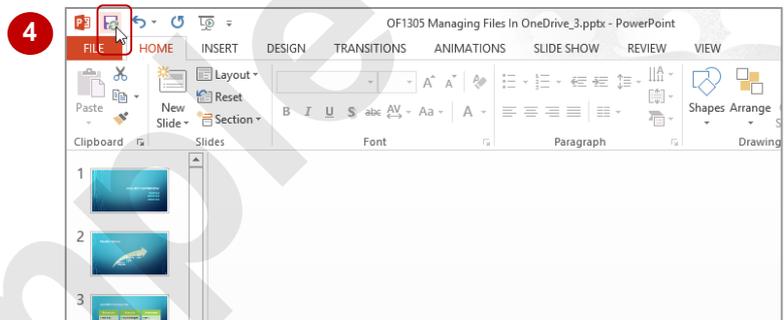
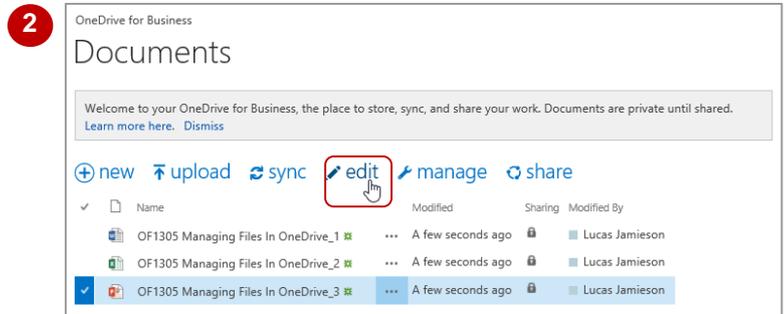
You can edit files in either Office Online or the desktop version of the relevant application. Depending on the device you are using and the kinds of tasks you wish to perform it may be

easier to edit the file in Office Online as any changes will automatically be saved.

## Try This Yourself:

Before starting this exercise you **MUST** ensure you are signed in to Office 365 and OneDrive is active ...

- 1 Upload the files **OF1305 Managing Files In OneDrive\_1.docx**, **OF1305 Managing Files In OneDrive\_2.xlsx** and **OF1305 Managing Files In OneDrive\_3.pptx**
- 2 Select **OF1305 Managing Files In OneDrive\_3.pptx**, then click on **edit**, as shown to open the file in PowerPoint (desktop)
- 3 Click on slide number **4**, then press **Enter** to add one more slide
- 4 Click on **Save** in the **Quick Access Toolbar**, as shown
- 5 Click on **Close** in the top right corner of the screen to close the PowerPoint (desktop) window, then return to the OneDrive browser window
- 6 Ensure **OF1305 Managing Files In OneDrive\_3.pptx** is still selected, then click on **manage** to display a menu of options  
*Notice you can select to edit or view the file in the browser – meaning Office Online...*
- 7 Click outside the menu to close it



## For Your Reference...

To **edit files from OneDrive**:

1. Select the file
2. Click on **edit**, or  
Select the file, click on **manage** and select **View in browser** or **Edit in browser**

## Handy to Know...

- If you display the file preview pane and click on **EDIT** at the bottom of the pane, the file will open in the default desktop application.