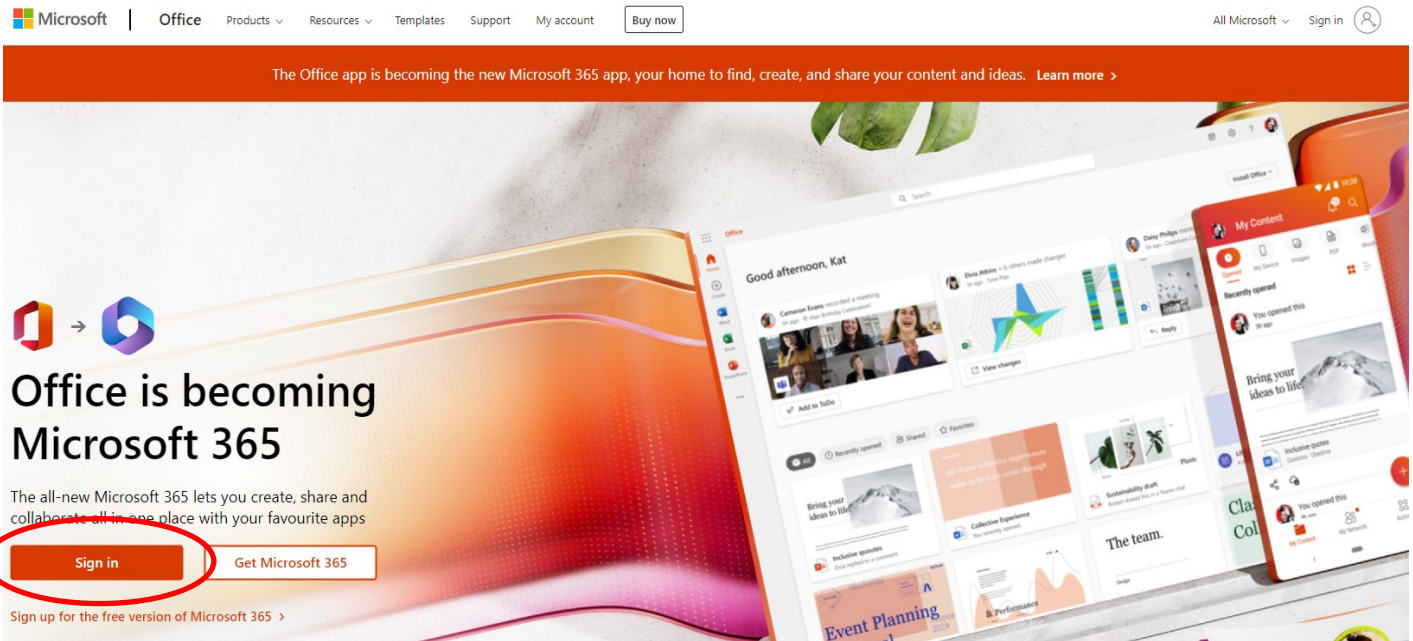


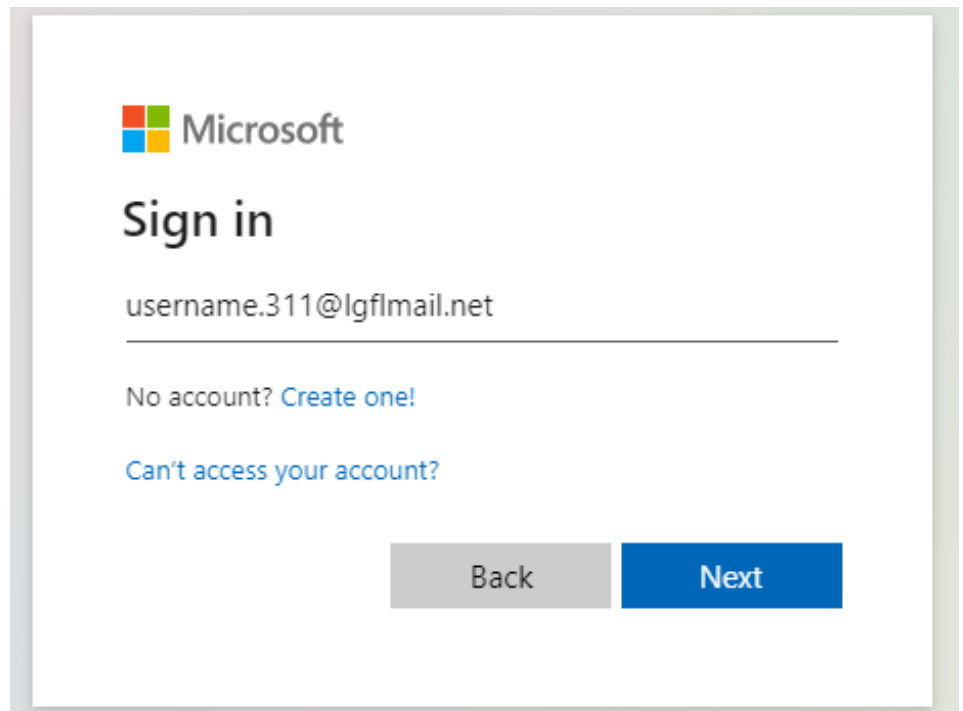


Setting up Microsoft 365

In order to access Microsoft 365 (Also known as Office 365), first navigate to the website office.com and you should be met with the below screen, select the option to sign in.



You will be met with this screen. Your Microsoft account is your LGFL login. Your LGFL login is your USO login (username.311) or (username.881) and then followed by @Lgflmail.net

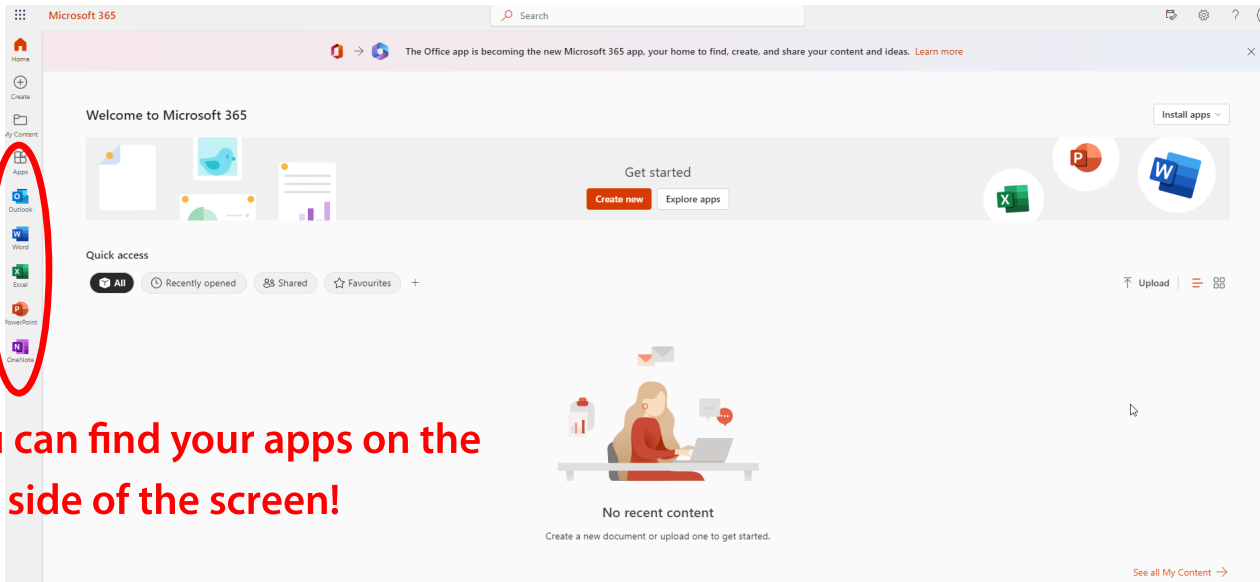


Once you've logged in, you'll be met with a Get started screen showing your files (You may not have any yet!) and the apps you can use.



Microsoft 365 apps

Let's look at the apps you have access to.



You can find your apps on the left side of the screen!



This is outlook, the emailing service. You should already be familiar with outlook, and shouldn't need to use it here. Clicking on it will send you to your LGFL email, which is likely empty.

Word is an app that allows you to write documents. It's good for writing things from general notes to essays, and can even be used to make tutorials like this!



This is Excel, a spreadsheet software. It's useful for organizing data, doing calculations on data and generally just organizing databases.

PowerPoint is a useful app for creating slideshows and various multi-page documents. They can be easily presented, and each page can contain completely different information.

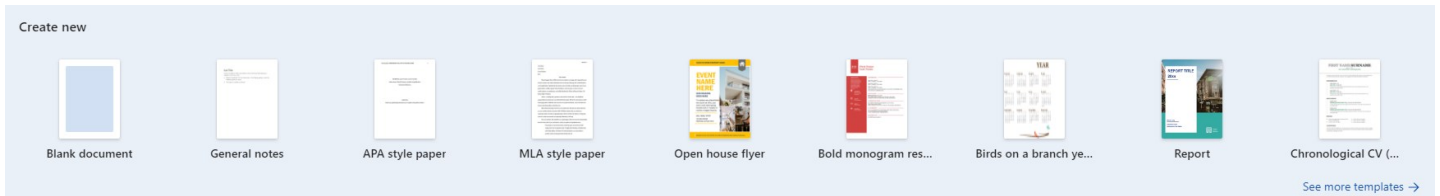


If you're looking for a virtual notepad, this is the app for you! OneNote allows you to annotate directly onto the screen. You can use audio, videos and other files within your notepad.

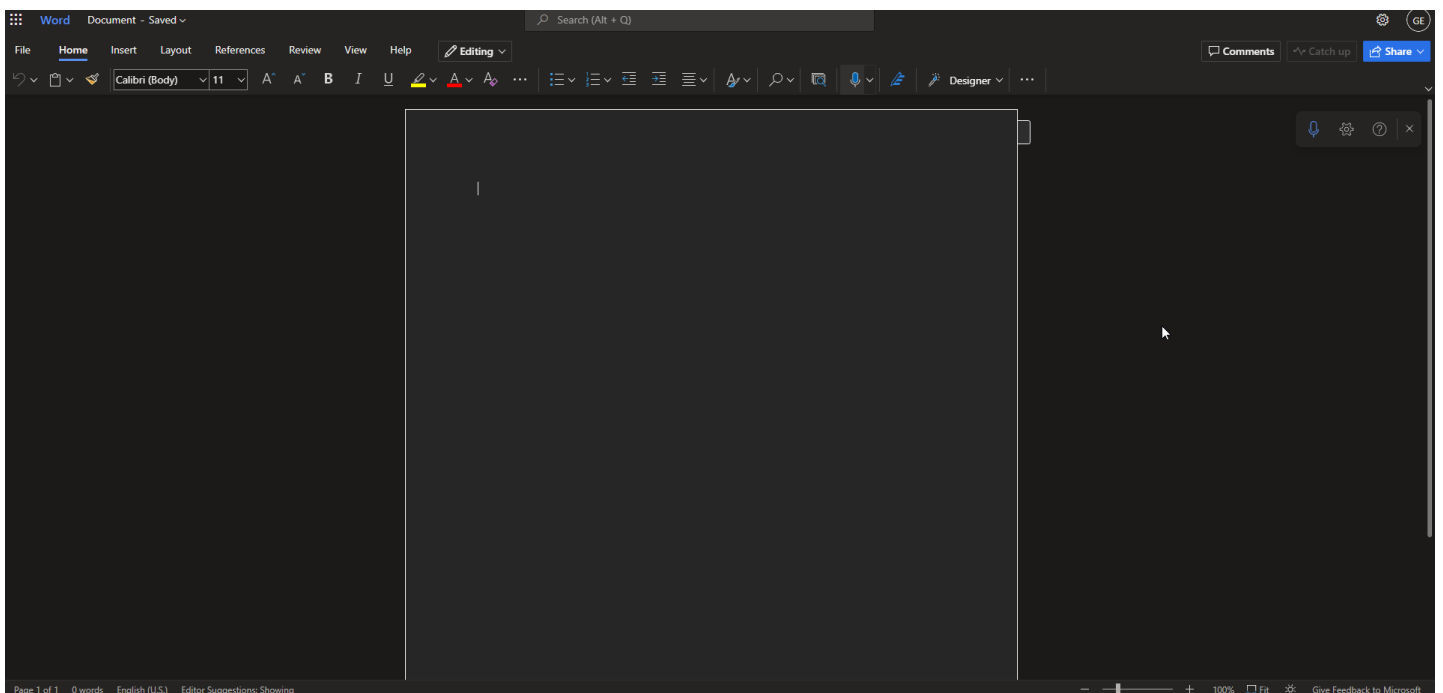


Microsoft Word

Let's look at some of Word's features.



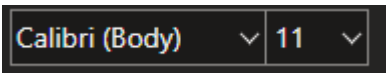
When clicking on word, you'll be greeted by a page asking you to create a document. All documents are in A4 paper size when created, but can be changed later. You'll want to select a template suited to what you're trying to do. The blank document is the easiest to work with, but if you're trying to write something simple, you can select general notes. This is the same for all apps going forward.



Opening a new document will show you an empty page and various options. From here on you can simply click on the page and begin adding text if all you want to do is write something down. At the top of your screen are various tabs allowing you to do things like change text colour, change text formatting, change fonts and more! Let's go into a bit more detail.



These are the main options you'll need in word. These are also used in the other Microsoft 365 apps, so let's go over them from left to right.



These two options allow you to change the font of the selected text as well as the size of the text.

The first two options here can make the selected text bigger or smaller. The 'B' can make text bold, the 'I' makes text italic and the 'U' underlines the text.



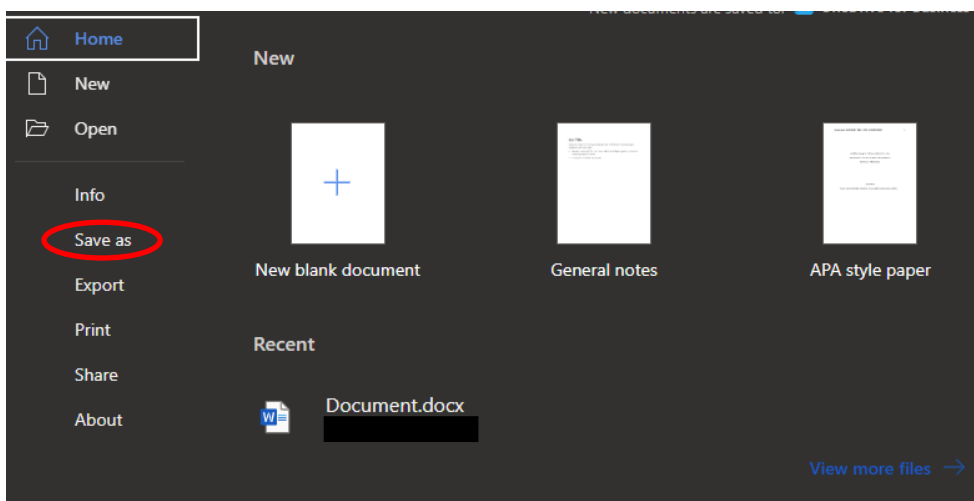
The first option here will let you highlight the selected text a certain colour, the next option changes the text's colour and the last option will reset the changes made by the other two options.



The options here let you create bullet points, numbered lists, decrease and increase indents and allow you to change where the text is aligned.



The other tabs (Insert, layout, etc) have labelled options, so if you can't find something you need on the home tab, try looking through those.



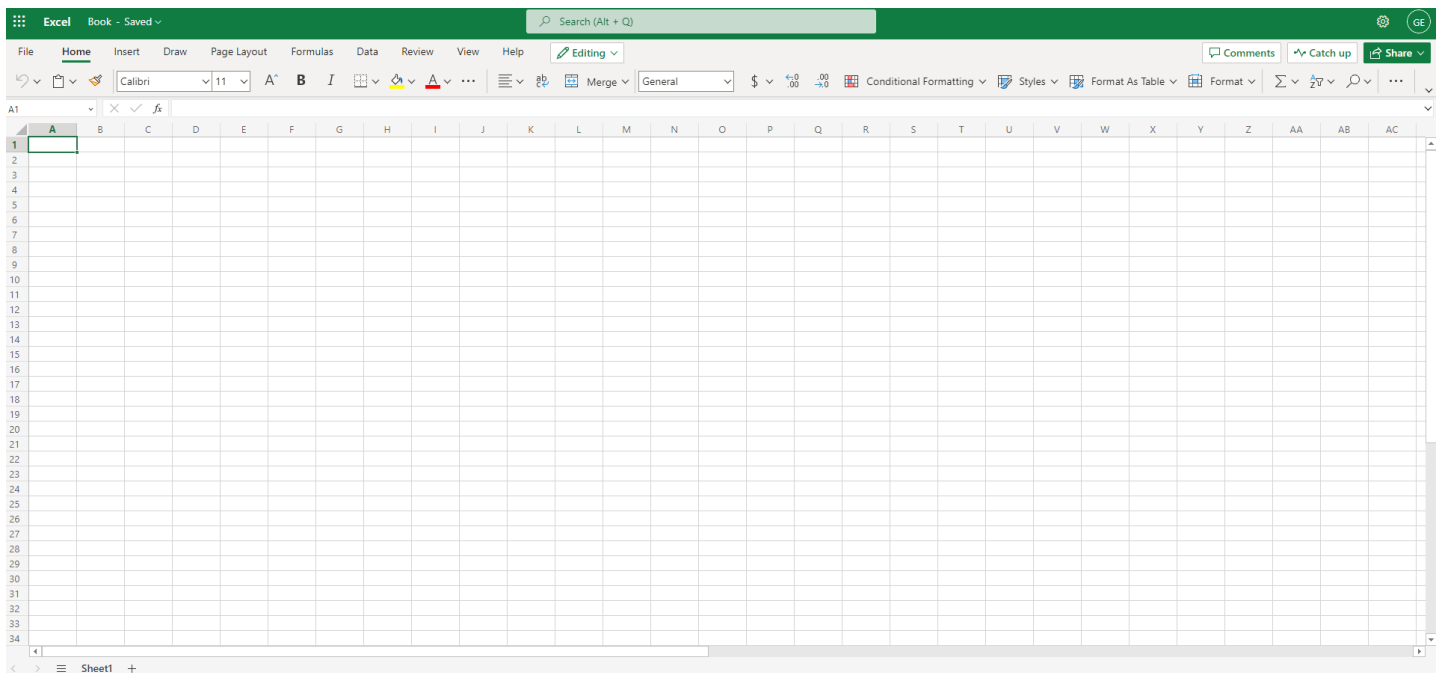
Clicking on the 'File' tab will allow you to save your work, create new files and open existing ones. You can save these files online or in your google drive.

These apps will automatically save your work periodically as you're working on it, so there is no need to save it yourself until it is finished.

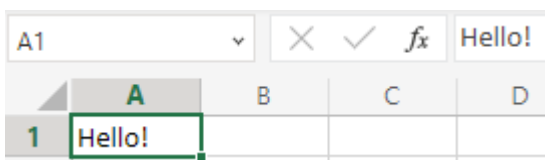


Microsoft Excel

You'll notice here that many of the options on Excel are the same as the ones on Word, which is true across all of these apps. Make sure you've familiarised yourself with these options, as we'll explore the more excel specific options here. You can save files the same way as Word.

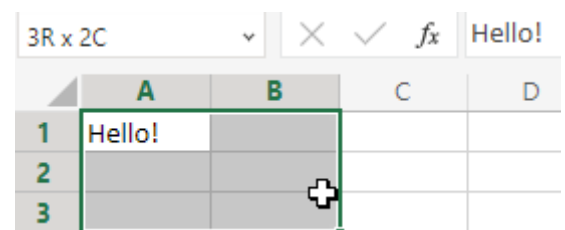


A spreadsheet in Excel is made up of hundreds of columns and cells that can store various data. The columns are labelled Alphabetically and Numerically to start, but you can change the name of each column.



There's a new row underneath the settings menu. This lets you do things like select the name of the cell, change what the cell says, and insert mathematical functions.

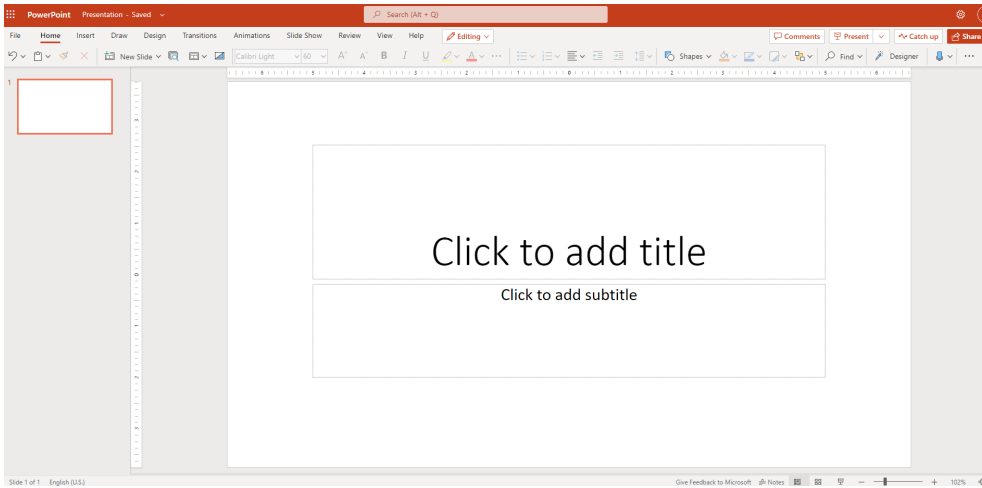
Selecting multiple cells will create a range selection, as shown by '3R x 2C'. This allows you to change the settings of multiple boxes at once.





Microsoft PowerPoint

Once again, the options here are mostly the same as Word's. Let's go into a bit more detail on PowerPoint's specifics.



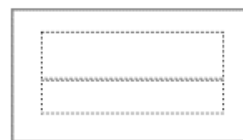
Starting off, you'll make a title slide. You can change the text and add other things like images if necessary.

Clicking on 'New Slide' will let you, well, add a new slide! There are multiple options you can select for which kind of slide you'd like. These are pretty self explanatory.

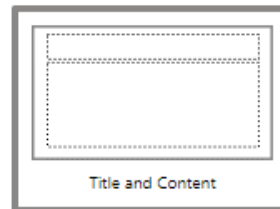
If you'd like to present your slide, try clicking on 'Slide show'.



office theme



Title Slide



Title and Content



Section Header



Two Content



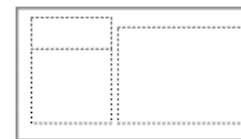
Comparison



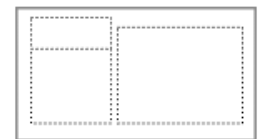
Title Only



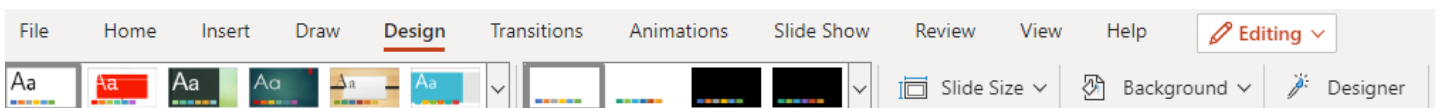
Blank



Content with Caption



Picture with Caption

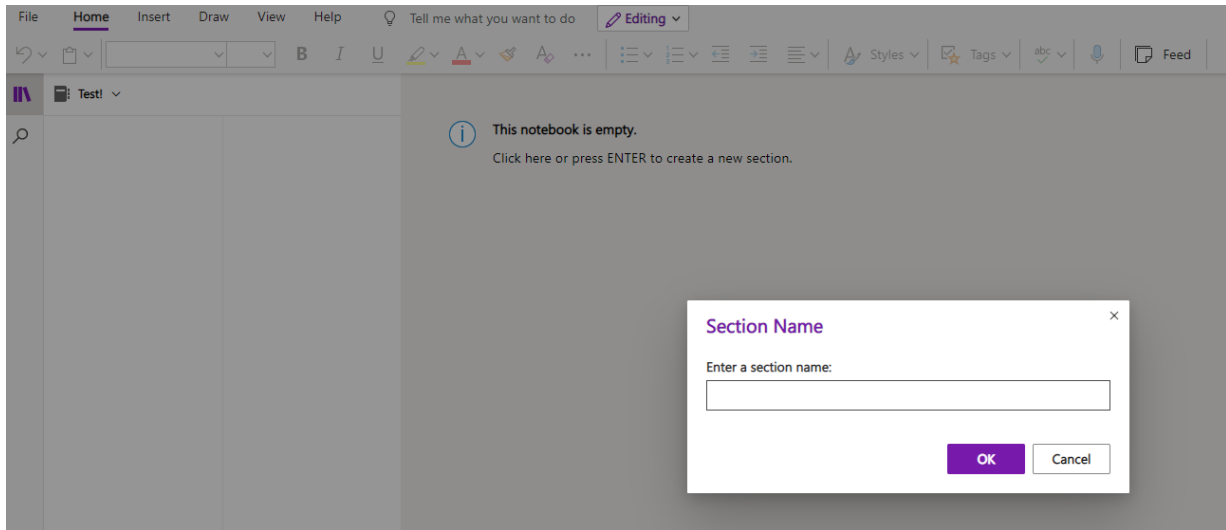


If you want a PowerPoint that will stand out, you can change the design! This will change the background of all slides and can be done at any time. You can also add transitions and animations. Have fun with it!



Microsoft OneNote

It's time for everyone's favourite notebook software, OneNote! This has almost the exact same options as word, but there's a little extra.



Unlike Word, OneNote files are made up of sections (Pages). You can create as many sections as you like covering as many topics as you like.

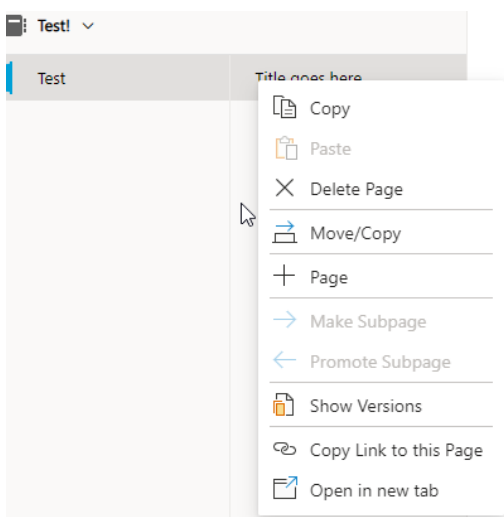


Title goes here

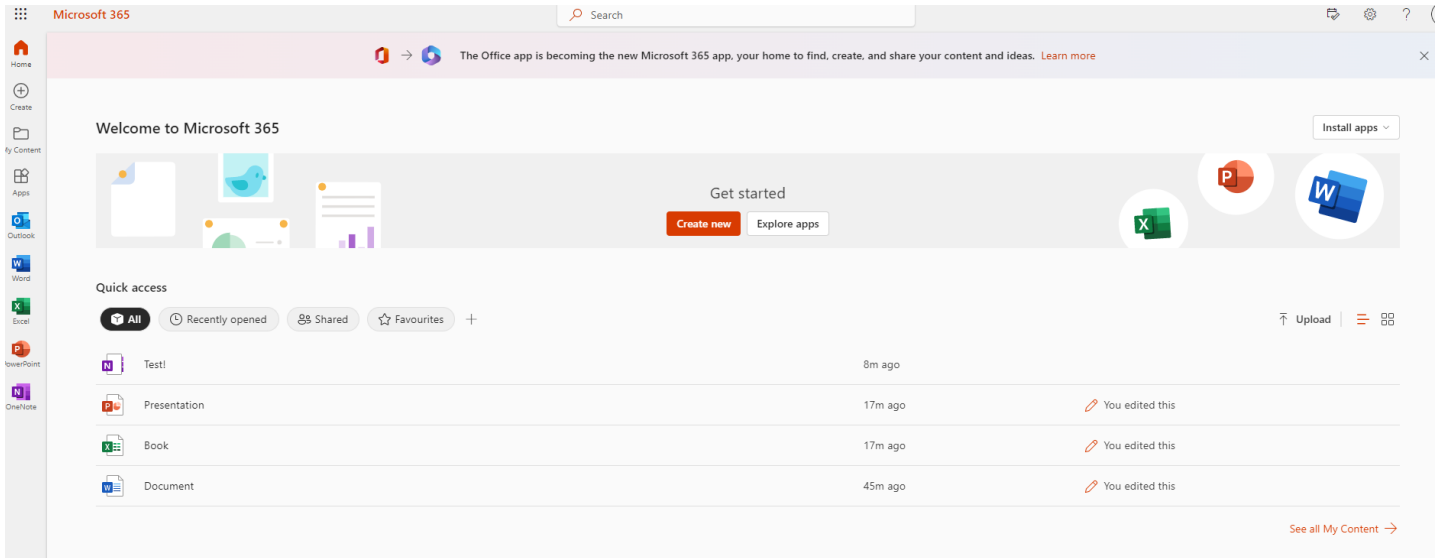
Wednesday, January 18, 2023 10:51 AM

Text and other media goes here

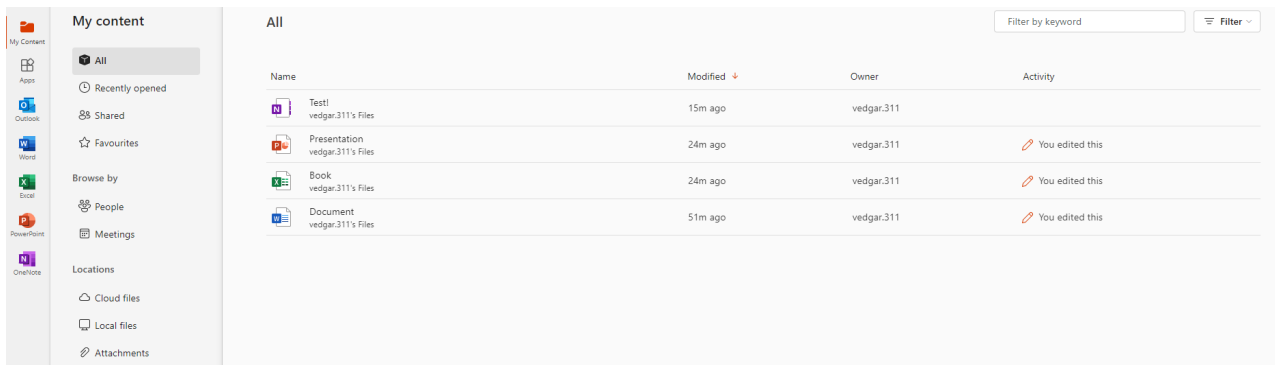
Each section of your notebook will have a different time assigned to it, and you'll be able to add a title to your section.



To create a new section, or edit sections, right click the current section you're on. You can use '+ Page' to create a new page, delete pages using 'X Delete Page' and share a specific page with someone.



Once you've created (or opened) some files, your home page will start storing the most recent for quick access. You can also click 'My content' on the left to see all files you have opened and saved on Microsoft 365. If you've lost a file, it's worthwhile to look through this page as you can search by keywords.



This should be enough for you to start using Microsoft 365 like a pro! If you have any more specific questions, Microsoft 365 has a great feature that allows you to search frequently asked questions. Look for a question mark button across any apps/the home page.

