



City of Bayswater

Microsoft Office


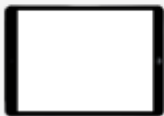




For Mobile Devices



Office 365

Can be installed on these devices

Mobile

 iPhone	 iPad	 Android phone	 Android tablet	 Windows phone	 Windows tablet
IOS 7+		Android 4+ KitKat 4.4+		Windows RT+	

Not so Mobile

 PC & Mac (laptops / desktops / 2-in-1s)
Windows 7+ Mac OS X 10.6+



Android – Office Mobile



Android Phone

- Open documents from the Cloud
- Recent Documents
- Email Attachments
- Resume Reading – with OneDrive
- Optimised for phone screen
- Make quick edits and share



Android 4+

Android Tablet

- Similar to the full PC experience
- Word
- Excel
- Powerpoint



**KitKat 4.4+
Screen size 7"+**

IOS – Office Mobile



iPhone and iPad

- Open documents from the Cloud
- Recent Documents
- Email Attachments
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- Make quick edits and share
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iPhone **IOS 7+**
iPad **IOS 8+**





Common Steps- iPad

Getting Started

- Download from the Appstore
- Launch the Word App
- Login to Office

Create and Edit

- Typing stuff
- Selecting things to edit

Open a Document

- Opening Files
- Open email attachments

Save, Share and Print

- Saving and sharing
- Printing





How to Use Word - iPad



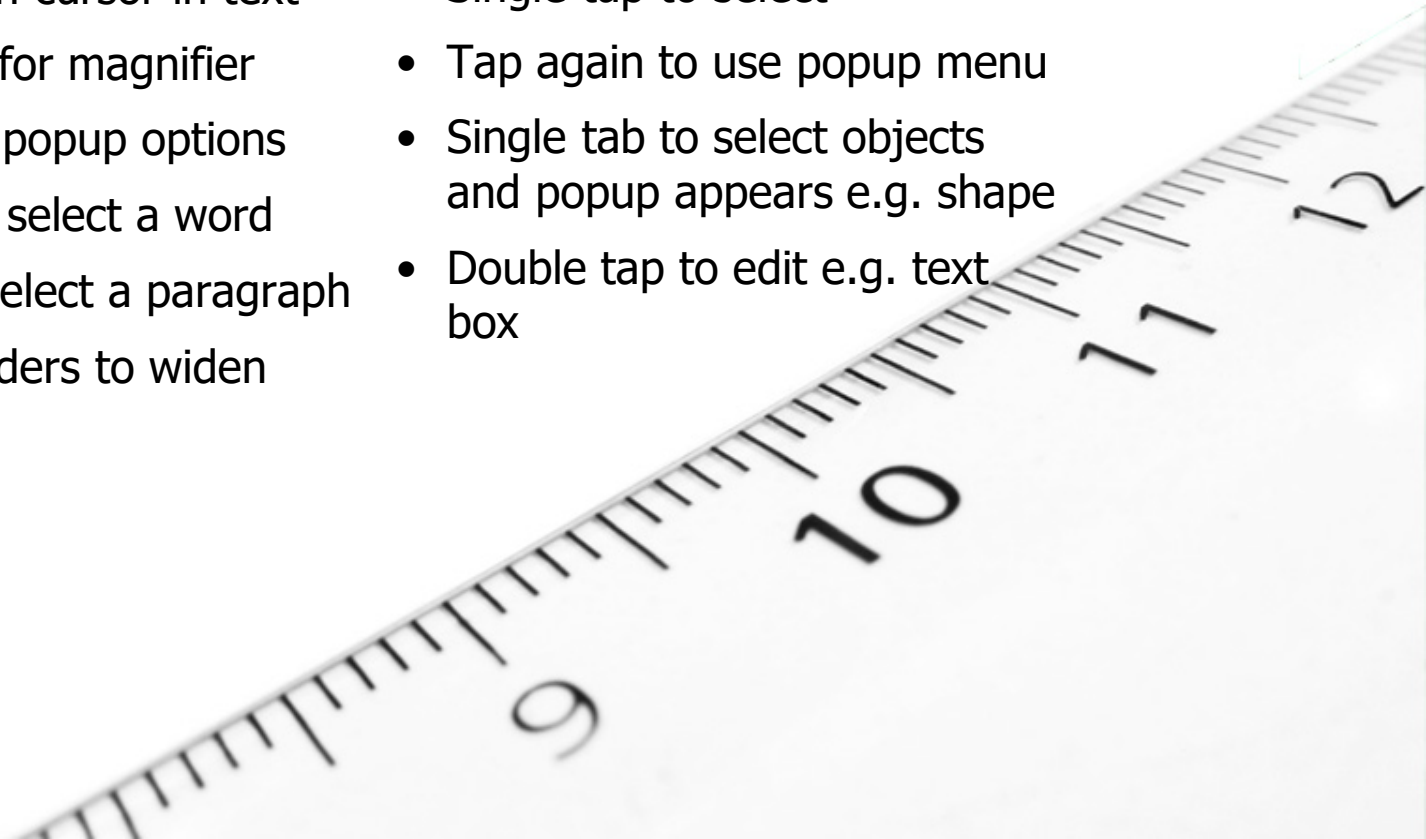
Creating Text and formatting

TEXT

- Tap to position cursor in text
- Tap and hold for magnifier
- Tap again for popup options
- Double tap to select a word
- Triple tap to select a paragraph
- Drag placeholders to widen selection

OBJECTS

- Single tap to select
- Tap again to use popup menu
- Single tap to select objects and popup appears e.g. shape
- Double tap to edit e.g. text box

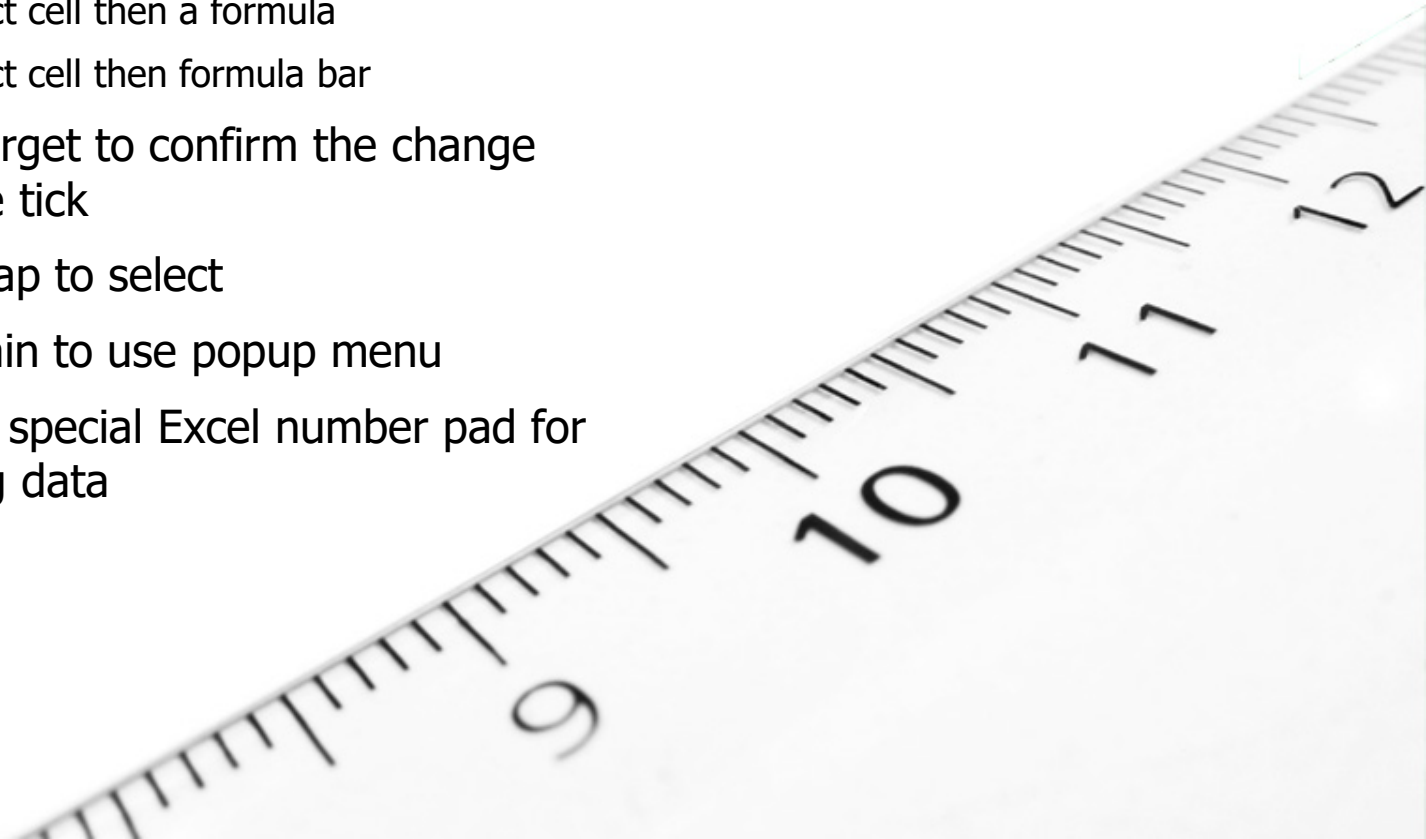




How to Use Excel - iPad

Cells and Formulas

- Double tap cell
 - or Select cell then a formula
 - or Select cell then formula bar
- Don't forget to confirm the change with the tick
- Single tap to select
- Tap again to use popup menu
- Use the special Excel number pad for entering data





How to Use PowerPoint - iPad

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- A
- B
- C



Thankyou

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