TRANSCRIPT
HOW TO USE WORD ONLINE

Word online is a version of Microsoft word where you can work on a document in your browser with other individuals in real-time. This allows for collaboration on various tasks. It is a tool that is supported and secured by our central technical support team, so let's dive into what this tool is capable of!

Some UCalgary Continuing Education online courses require Word Online. You will have access to Word Online once you have registered to a course that requires the use of Word Online. To access word online Sign in to your Office 365 account using your UCalgary login credentials. From there, you should see a control bar on the left side of your screen with various icons. This control bar should have the following options: Home, Create, Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, SharePoint, Teams, and Sway.

Click on the word icon. A window with a list of your word documents as well as a blank document option is displayed. Select the blank document option to create a new document and begin working. The format should look very similar to the desktop version of Microsoft word, with all the settings on the top hand bar. As you are working, word online will be constantly updating and saving your changes, so you do not have to! This document will save to Microsoft OneDrive, as mentioned in the previous video. Name your document by clicking the top center name and typing in your new name.

 Next, we will briefly review the basic functions of Microsoft Word. On that top-hand bar under the home tab, you will have many options in terms of your text such as the font, the size, the format, the color, and the alignment. You can then click on the "Insert" tab where you can find tools that allow you to insert pictures, URLs, page numbers, footnotes etc.

Next, we have the "Layout" tab where we can choose if we want a portrait or landscape document, the size for printing etc. Then we have the "Review" section where we can add comments to text within the document. The "View" tab allows us to zoom in or zoom out according to your preference.

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We will now transition into a discussion about Word online in particular. In order to save your document to your computer, first, click the "File" tab on the left-hand side of your screen. Next, click on the "Save As" option and click on the "Download a Copy" option.

If you want to email this document, you can click on the File tab again and select the "Share" option and then click the "Share with People" button and invite people to the document by entering their email address. You can change the permissions people have when they open this document.

You can allow them to either edit or just view the document through the drop-down menu available when you share the document. You can also just create a link to this document by following the same steps as if you wanted to share the document via email however instead of being under the "invite people" section, click the "Get a Link" section. You can then copy this link and share it through whatever program you want. Creating a link becomes less private than just sharing it with specific people so keep that in mind! In the "File" tab we can also print this document just like you would in the desktop version of Microsoft Word.

Now, how do you access this document another day or time when you have already logged out? Log back into your Office 365 account. Search for the OneDrive icon which will take you to your OneDrive account. Once you have logged in, there should be three main areas listed on the left-hand side of your screen under your name. These sections include "My Files", "Recent" and "Shared with Me". If you were working on a document recently, it would probably be easiest to find your document under the "Recent" tab.

To find documents that other people have shared with you, you should look for them in the "Shared with Me" tab. Once you find the document you want to continue working on, click on it, and it will open in a new tab. And that concludes our short tutorial for using word online.

If you have any further questions, please reach out to our central technical support team or your instructor.

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