



Unlock Office 365 for the classroom

Course 2: Office 365, teacher to teacher Teacher takeaways

For more support and training videos, visit <https://support.office.com/education>.

Course 2: Office 365, teacher to teacher

Takeaways

These cards give you a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

☆ Takeaways will help you remember where to find that *one button* that does that *one thing*.

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Takeaways

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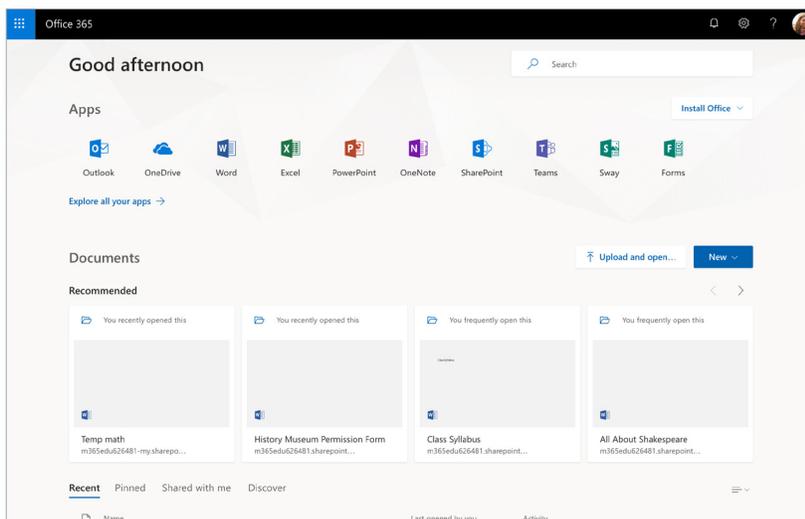


Takeaway 2: Office 365 spaces

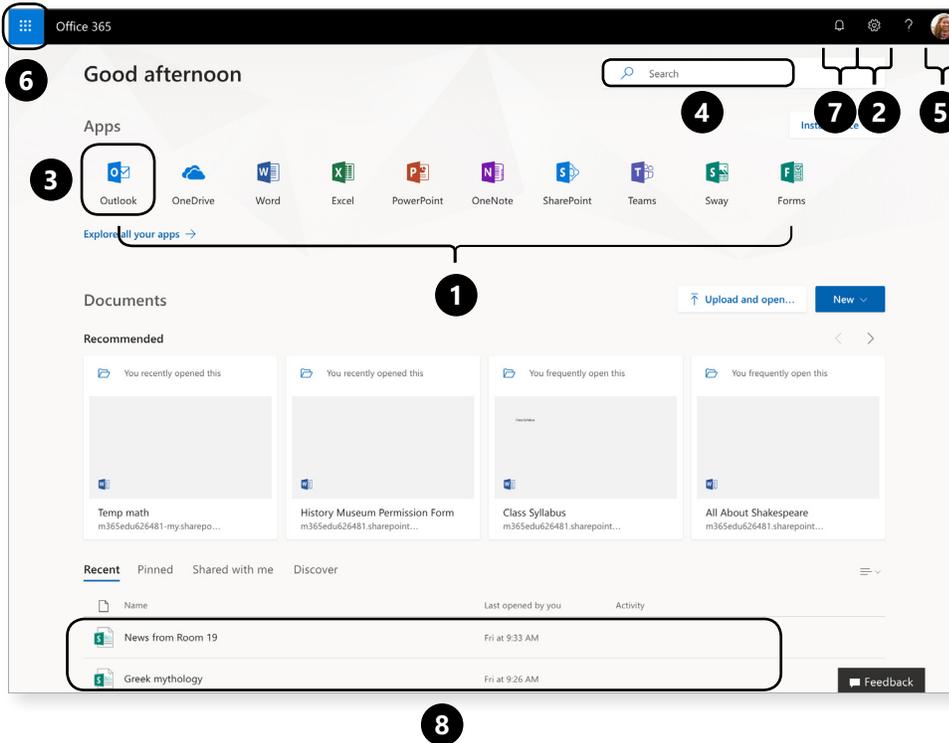


Office 365 spaces

Office 365 is your online dashboard for all things Microsoft. Find your latest and most used apps, files, and documents that have been shared with you and apps you.



Test your knowledge of Office 365 features

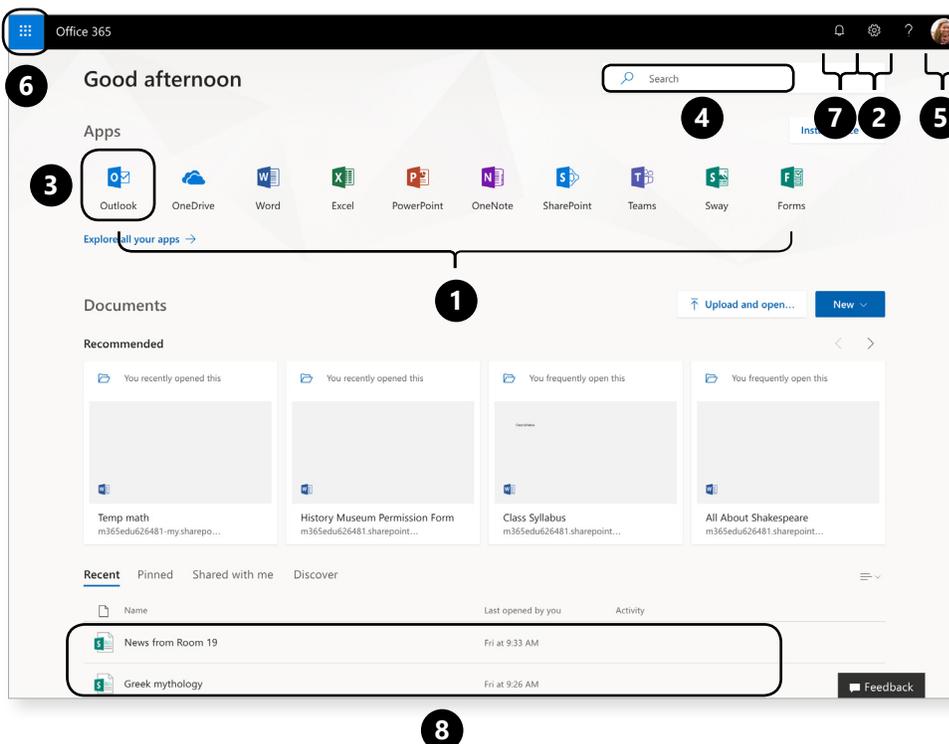


Fill in the blanks

- ___ Waffle
- ___ Search
- ___ Activity bell
- ___ Settings
- ___ Profile
- ___ Apps ribbon
- ___ App icon
- ___ Documents

(Answer key on next page)

Test your knowledge of Office 365 features

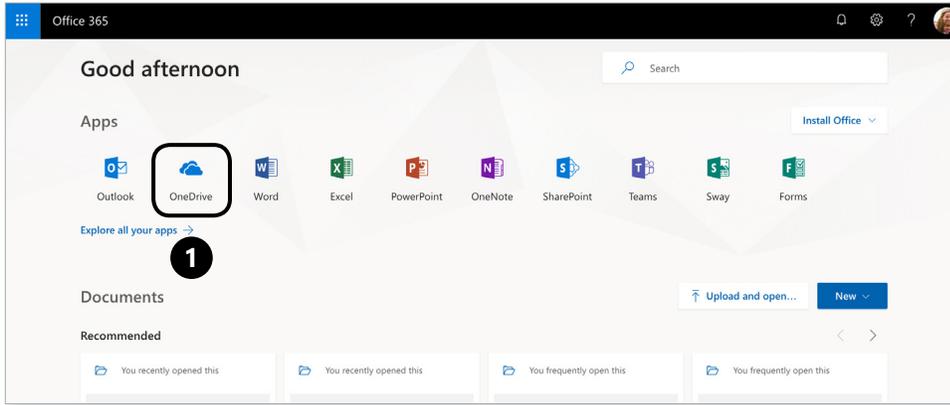


Answer key

- 6 Waffle
- 4 Search
- 7 Activity bell
- 2 Settings
- 5 Profile
- 1 Apps ribbon
- 3 App icon
- 8 Documents

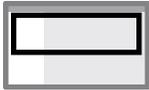
Using OneDrive

OneDrive is your personal storage space. It saves your Office 365 files and helps keep you organized. **Here's how you get started:**



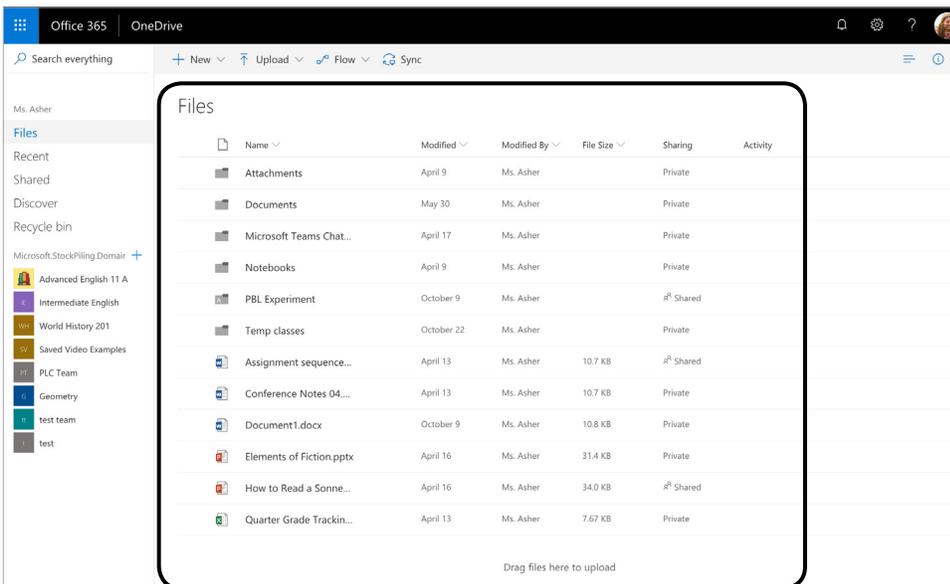
1. Select the **OneDrive app**.

(Continued on next page)



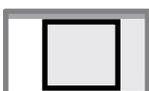
Screen key

Using OneDrive



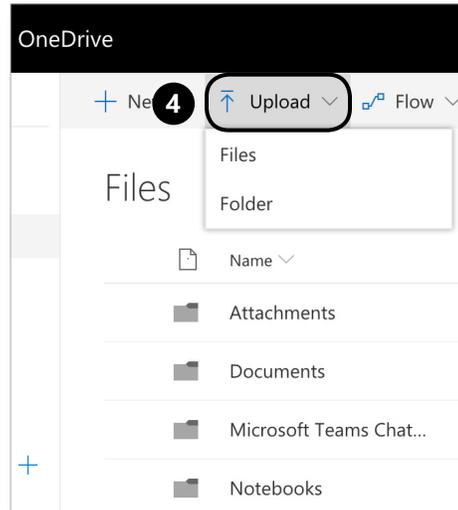
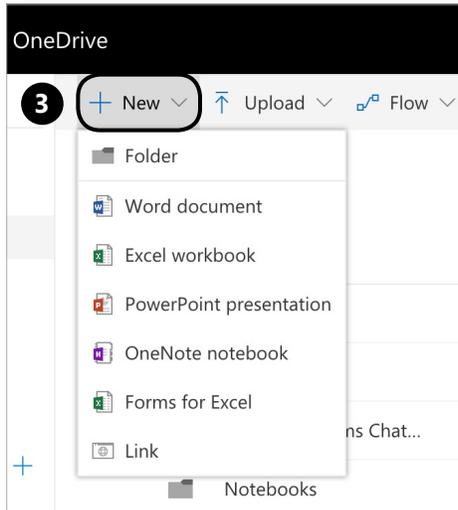
2. Your OneDrive home screen shows files and folders.

(Continued on next page)



Screen key

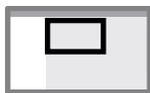
Using OneDrive



3. To create files and folders, select **+ New**.

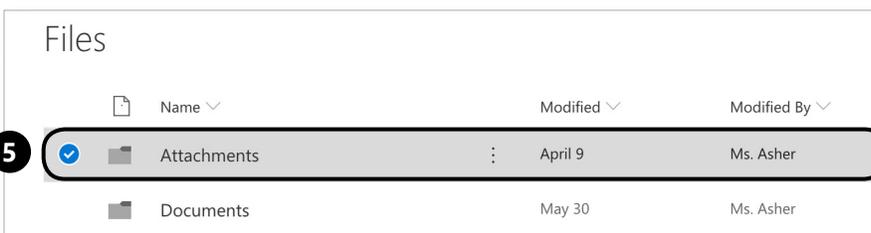
4. Select **Upload** to add existing files or folders.

(Continued on next page)

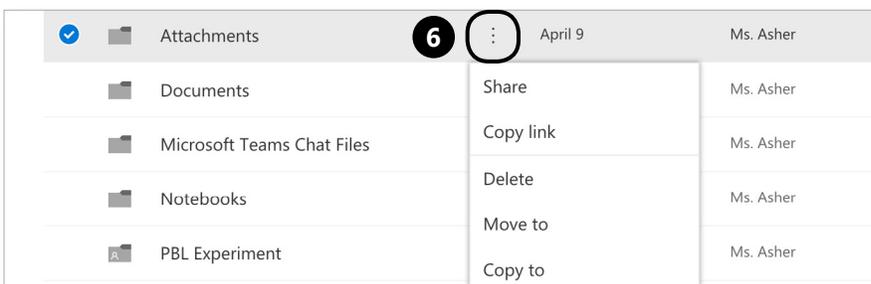


Screen key

Using OneDrive



5. To manage your files, highlight the line with the file or folder.



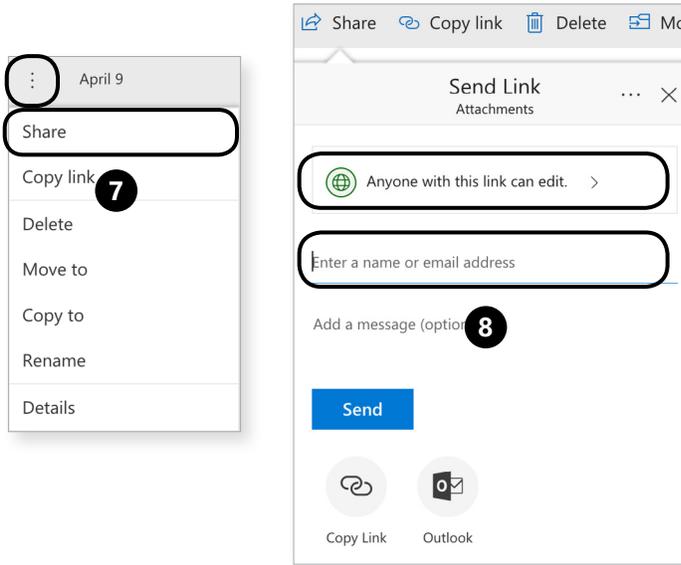
6. Click on the **⋮** ellipsis.

(Continued on next page)



Screen key

Using OneDrive



7. Share files from the ⋮ ellipsis.

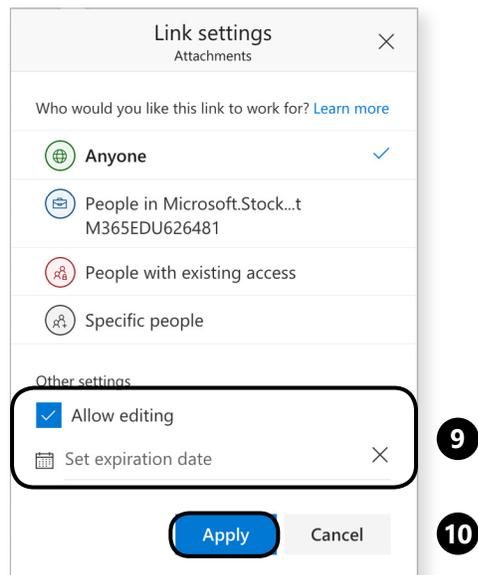
8. Select who to share with.

(Continued on next page)



Screen key

Using OneDrive



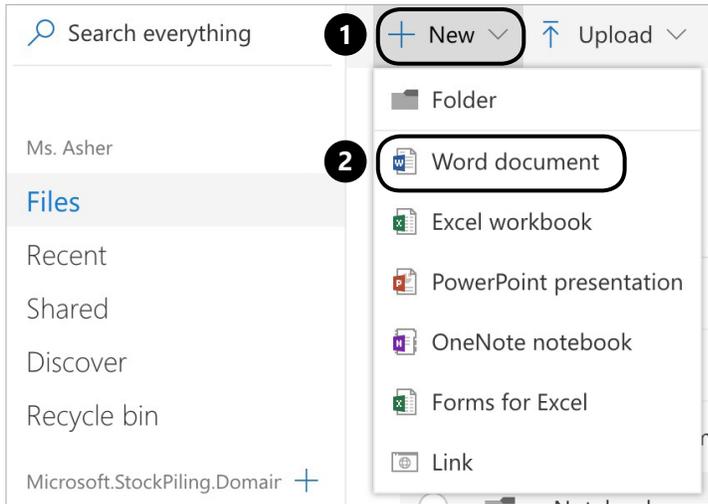
9. And decide what kind of editing rights those people get.

10. Click **Apply**.



Screen key

Create a file

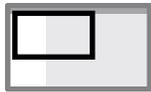


1. Select **+ New**.

2. Choose the file type you'd like to create, e.g. Word document.

3. The file will launch in your browser.

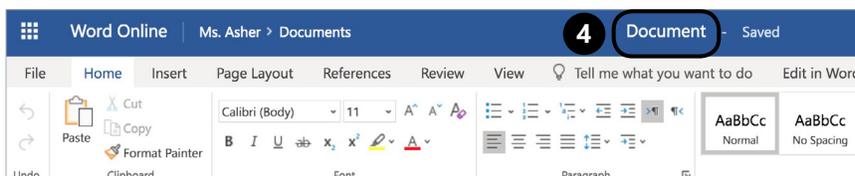
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Screen key

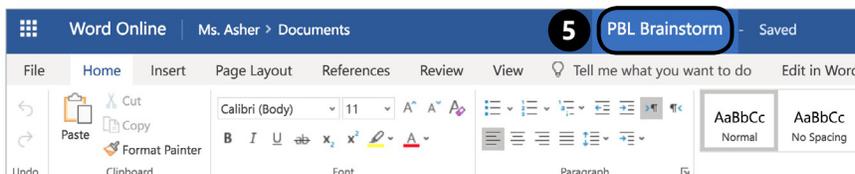
Create a file

Creating files in OneDrive keeps you organized from day one.



4. Click on **Document**.

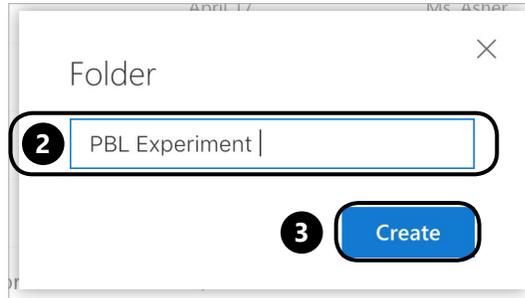
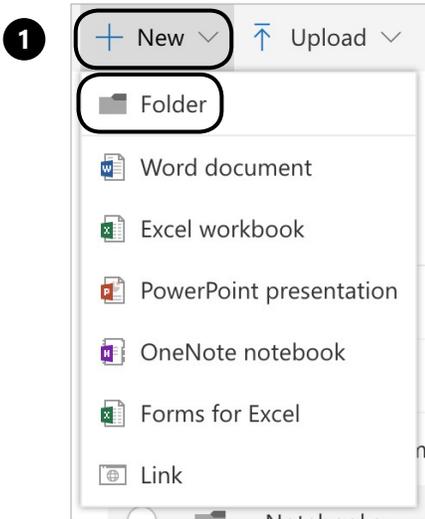
5. Enter a new name for your file.



Screen key

Create a folder

Creating files in OneDrive keeps you organized from day one.

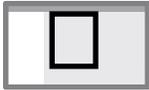


1. Select **+ New**, then **Folder** from the dropdown menu.

2. Enter a name.

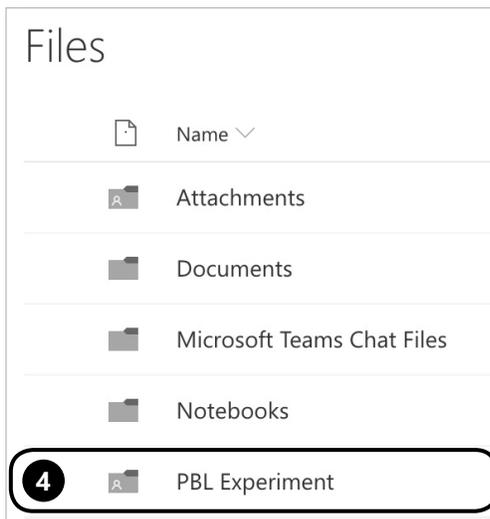
3. Click **Create**.

(Continued on next page)

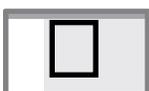


Screen key

Create a folder



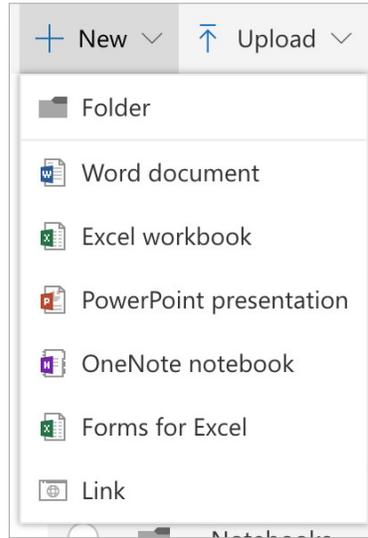
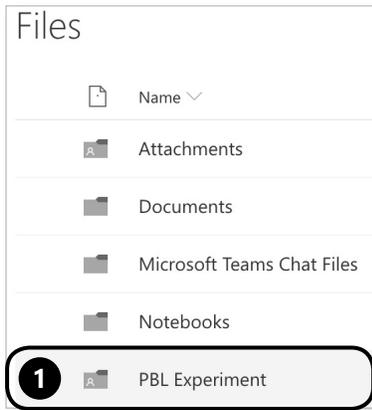
4. Your folder is in the stream!



Screen key

Create a file in a folder

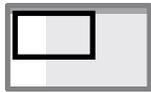
Creating files in OneDrive keeps you organized from day one.



1. Find and select your new folder in the Files list to open it.

2. Word, Excel, PPT, or even a link... create it in a OneDrive folder to stay organized.

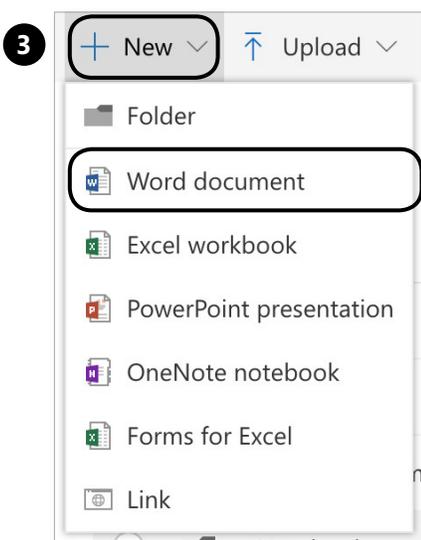
(Continued on next page)



Screen key

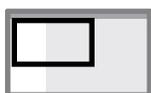
Create a file in a folder

Creating files in OneDrive keeps you organized from day one.



3. Select + New, then the file type you want to create.

(Continued on next page)

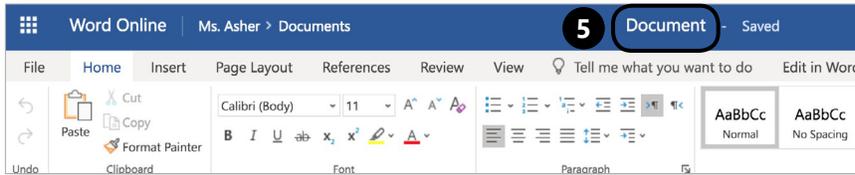


Screen key

Takeaway 6: Create a file in a folder

3/3 >

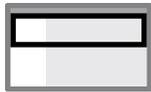
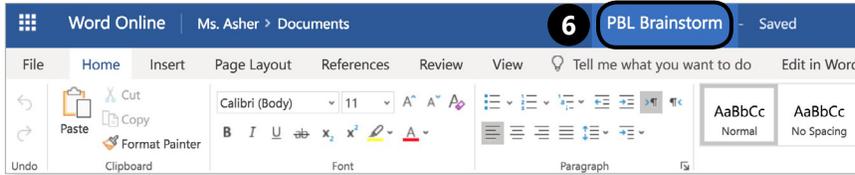
Create a file in a folder



4. The file will open.

5. Click on **Document** at the top of the page.

6. Enter your new title.



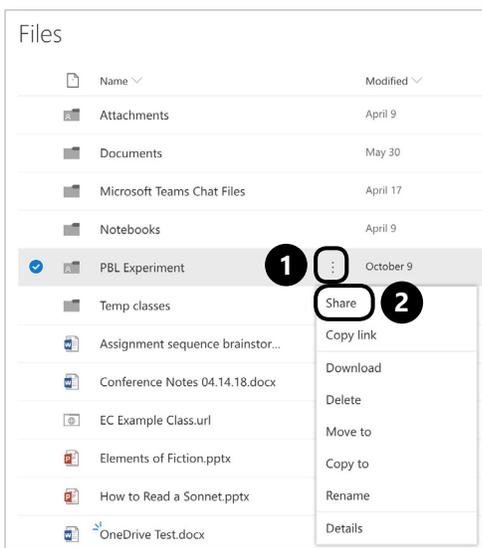
Screen key

Takeaway 7: Share folders and files

1/4 >

Share folders and files

Sharing is easy with your handy friend, the ellipsis.



1. Select the **:** ellipsis next to your folder or file.

2. Click **Share**.

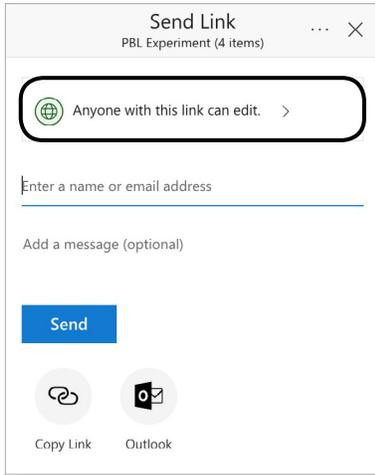
3. When you share a folder, the person you shared it with can see everything in that folder.

(Continued on next page)



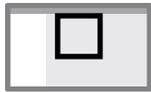
Screen key

Share folders and files



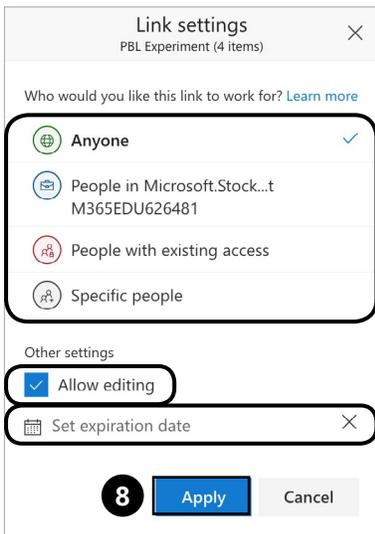
4. To change permissions select Anyone with this link can edit.

(Continued on next page)



Screen key

Share folders and files



5. Choose the level of access you'd like to allow.

6. Uncheck **Allow editing** if you want to make it.

7. If desired, set an expiration for the person's access to the file.

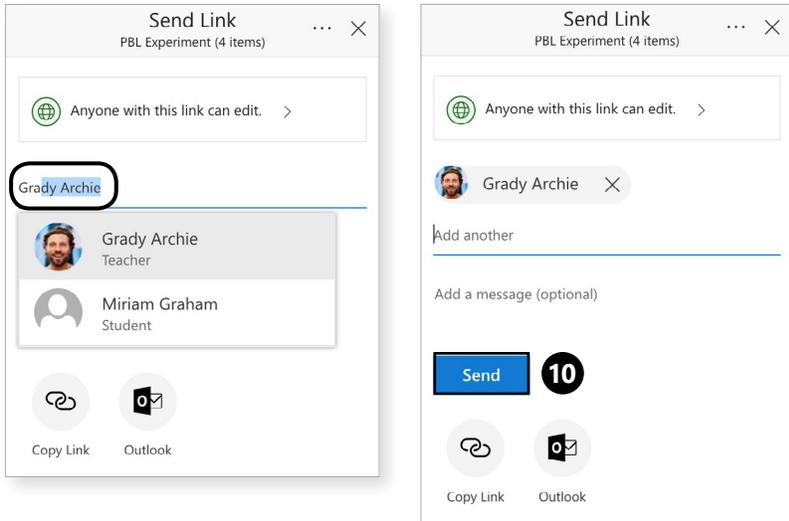
8. Click **Apply**.



Screen key

(Continued on next page)

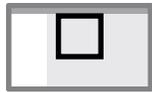
Share folders and files



9. Enter name.

10. Click **Send**.

11. Voila! The person will receive notification via email of the newly shared file.



Screen key

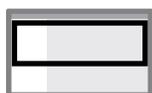
Design powerful quizzes and surveys in Forms

There are two handy places where you can find Forms.



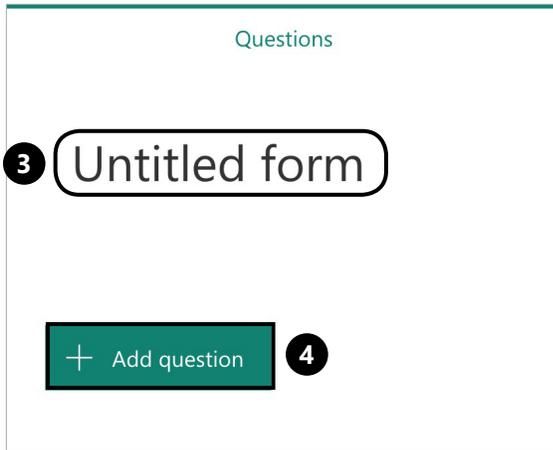
1. Find Forms
a. in the waffle or
b. in apps ribbon.

(Continued on next page)



Screen key

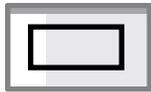
Design powerful quizzes and surveys in Forms



2. Click into the title box to add your own title.

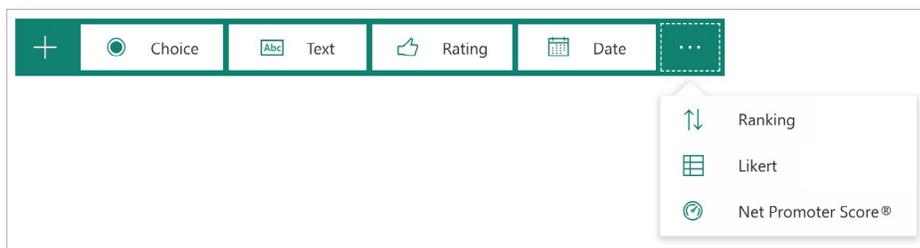
3. Select **+ Add question** to start making the content of your form.

(Continued on next page)



Screen key

Design powerful quizzes and surveys in Forms



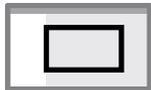
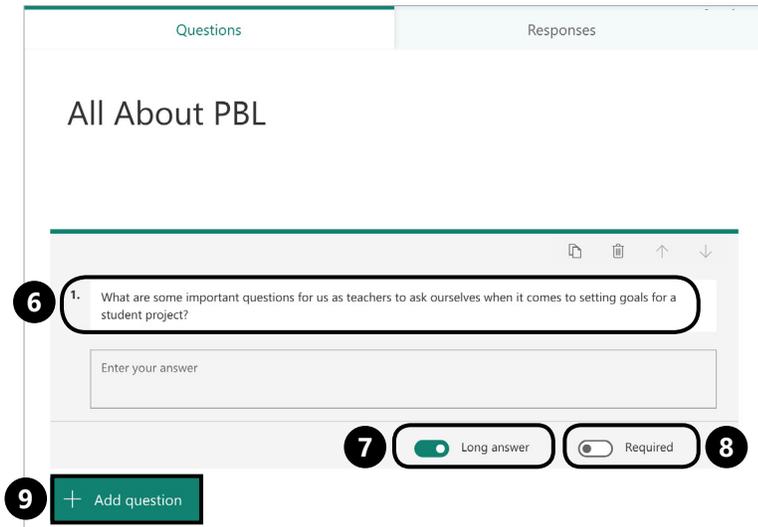
4. Choose the type of question you'd like to offer.

(Continued on next page)



Screen key

Design powerful quizzes and surveys in Forms



Screen key

5. Enter your question in the text box.

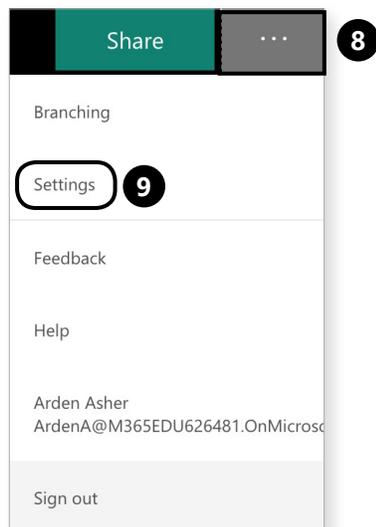
6. Select **Long answer** to allow for extended responses.

7. Select **Required** if respondents must answer the question.

8. Select **+ Add question** to move on.

(Continued on next page)

Design powerful quizzes and surveys in Forms



Screen key

9. To adjust sharing settings and customize a thank you message, click the ellipsis.

10. Select **Settings**.

(Continued on next page)

Design powerful quizzes and surveys in Forms

Settings

Who can fill out this form

Anyone with the link can respond

Only people in my organization can respond

Record name

One response per person

11. Determine who you'd like to give privileges to respond.

(Continued on next page)



Screen key

Design powerful quizzes and surveys in Forms

Options for responses

Accept responses

11 Start date

12/10/2018 3:00 PM

End date

12/10/2018 4:00 PM

12 Shuffle questions

Email notification of each response

13 Customize thank you message

Thank you for participating!

12. If desired, set a time period for accepting responses.

14. Customize your thank you message.

13. Opt to shuffle questions or receive notification of each response.

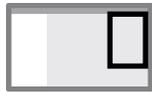
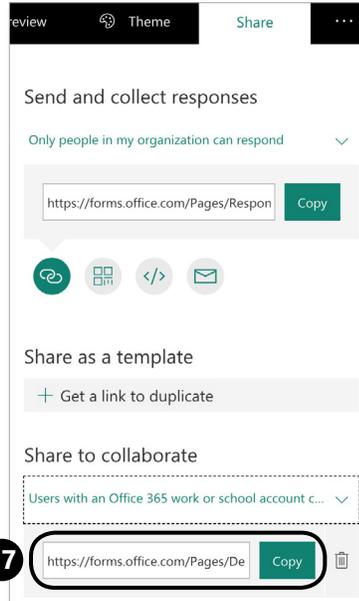
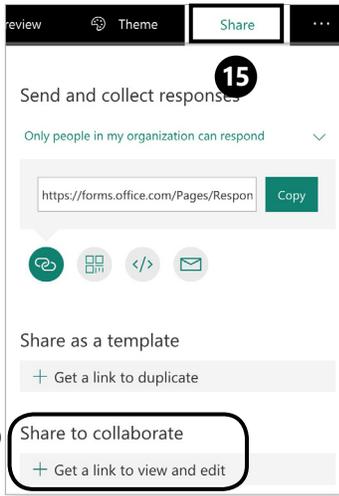
15. Settings save automatically, so just click out of the pane and carry on with your day.

(Continued on next page)



Screen key

Design powerful quizzes and surveys in Forms



Screen key

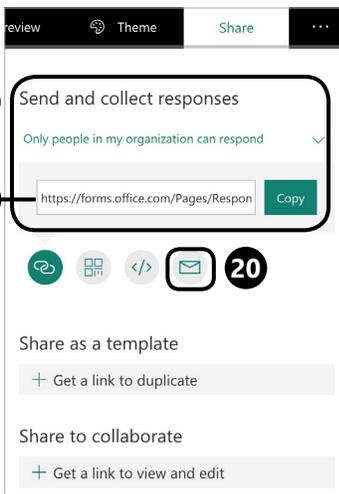
16. Navigate to Share to collaborate.

17. Click + **Get** a link to view and edit to generate a link to send to collaboration partners.

18. Copy and paste the link into an Outlook or Teams message to your colleague.

(Continued on next page)

Design powerful quizzes and surveys in Forms



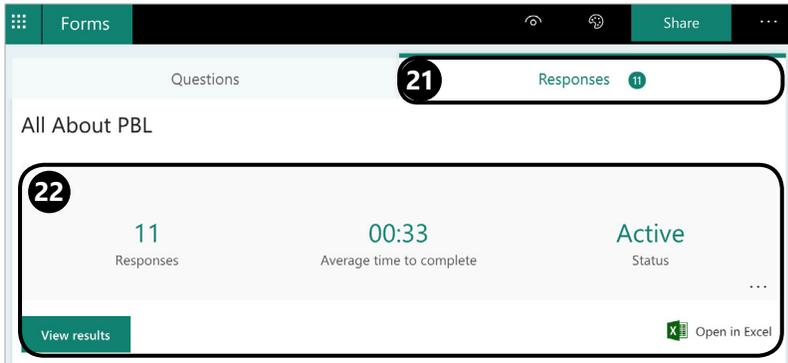
Screen key

19. Navigate to Send and collect responses.

20. Copy the sharing link into an email message to send to recipients.

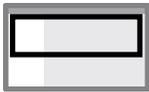
21. Or, choose the mail icon to automatically launch your email client.

Design powerful quizzes and surveys in Forms



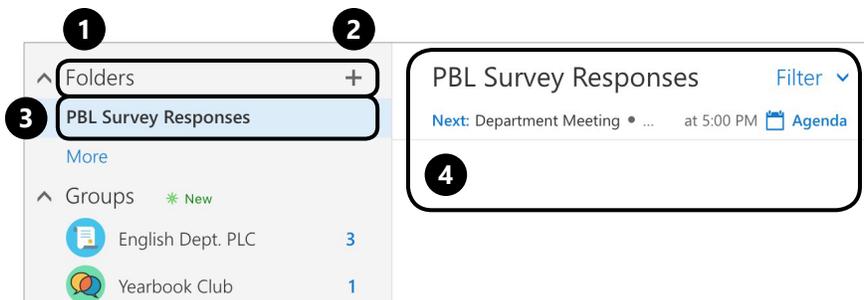
22. To view responses, click the **Responses** tab.

23. All responses that come in will be collected here, along with data on how long it took respondents to complete the form.



Screen key

Get organized in Outlook



1. Hover over the word, "Folders."

2. Click the + sign.

3. Type in the name of your new folder.

4. Hit enter or click out of the box.

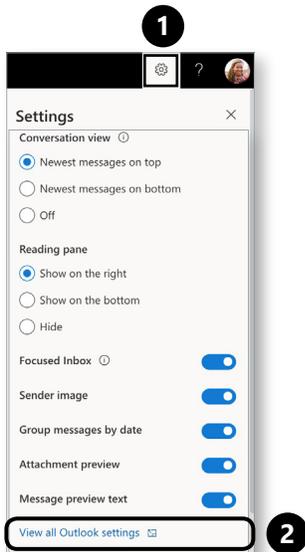
5. Voila! Your folder liiiiives!



Screen key

Get organized in Outlook

Automatically organize incoming messages with rules.



Screen key

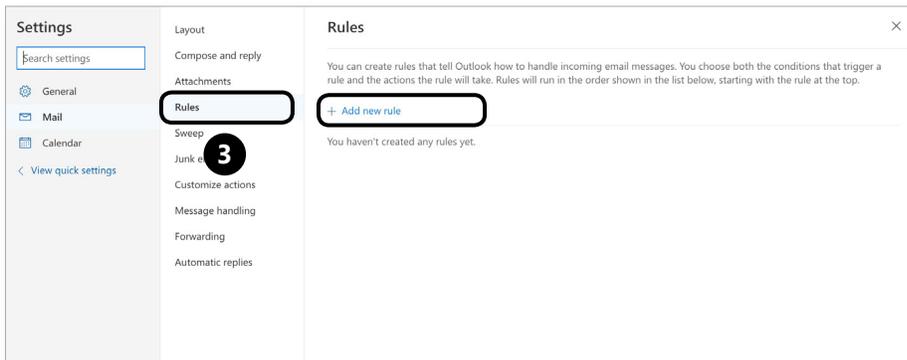
You can send any incoming message directly to a folder by setting up a rule.

1. Click on the Settings cog.

2. Select **View all Outlook settings**.

(Continued on next page)

Get organized in Outlook

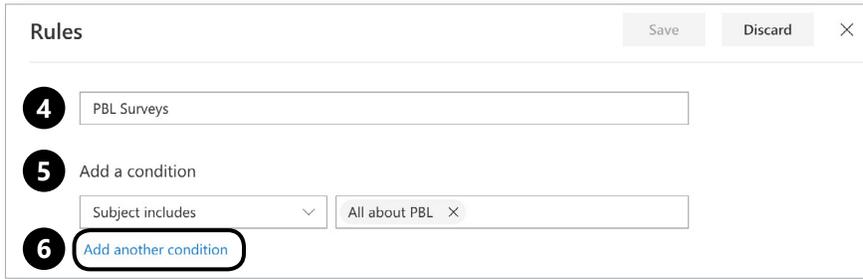


Screen key

3. Select rules, then **+ Add new rule**.

(Continued on next page)

Get organized in Outlook



4. Enter a title for the rule.

5. Select the rule, i.e. the criteria for sorting it, such as keywords in the message header.

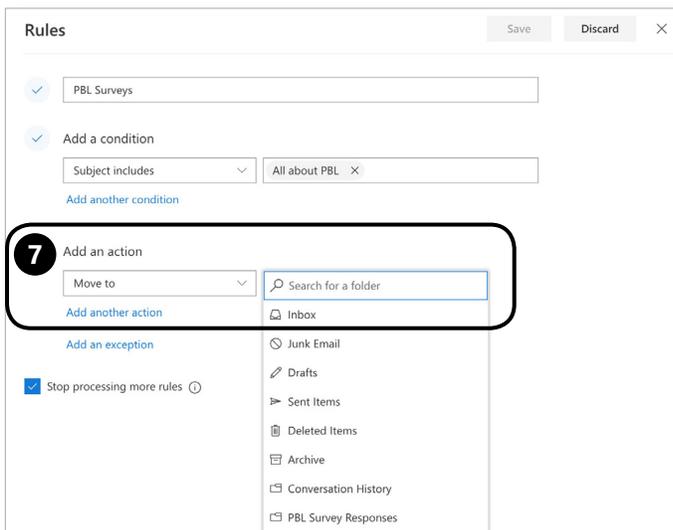
6. Add multiple conditions if desired.

(Continued on next page)



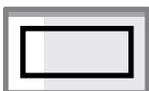
Screen key

Get organized in Outlook



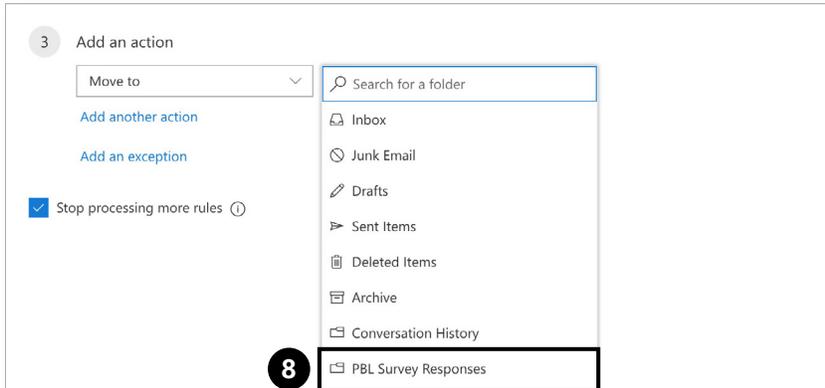
7. Add an action. Options like **Move to** and **Copy to** will help with inbox organization. Marking a message will help determine importance. Routing options will automatically distribute the messages in the rule.

(Continued on next page)



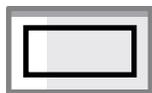
Screen key

Get organized in Outlook



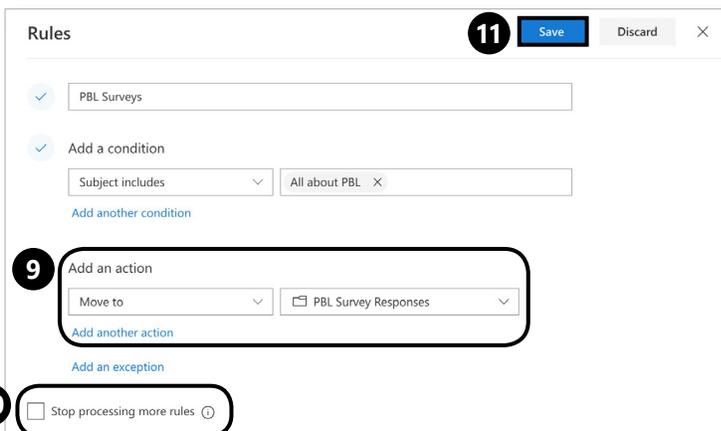
8. Set where you'd like the email to be filed.

(Continued on next page)



Screen key

Get organized in Outlook

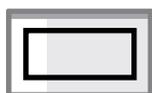


9. Optional: Add an exception for certain kinds of messages you don't want caught in the rule.

10. Deselect **Stop processing rules**.

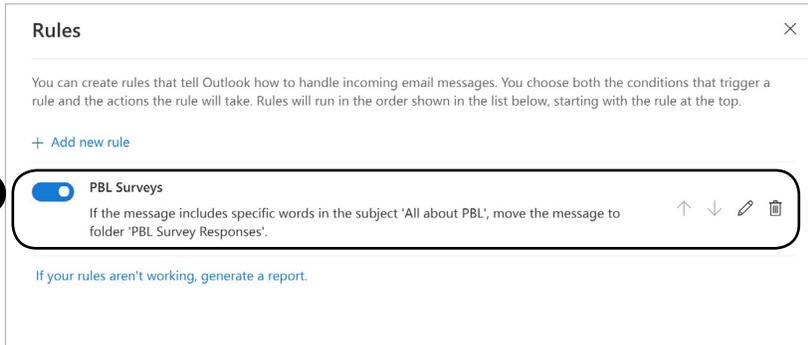
11. Click **Save**.

(Continued on next page)



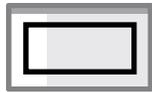
Screen key

Get organized in Outlook



12. Genius!
All incoming messages that fit the criteria you set will be dealt with accordingly.

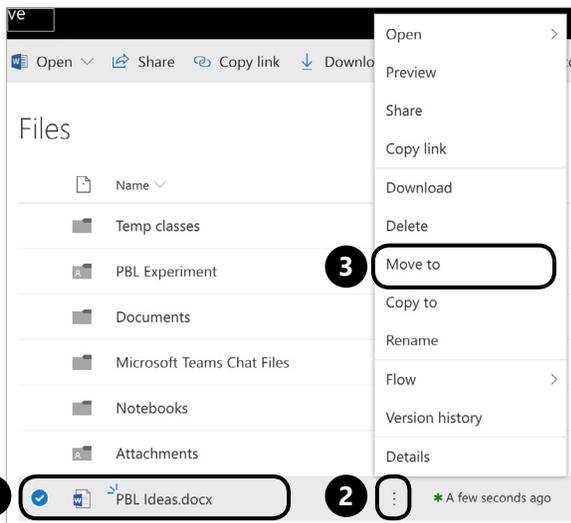
13. You're now back in the Rule wizard. Return here to edit, or delete the rule whenever you like.



Screen key

Move & upload files in OneDrive

Moving files is easy with your buddy, the More ellipsis!



1. Navigate to the file you want to move and hover over it.

2. The **:** ellipsis appears. Click on it.

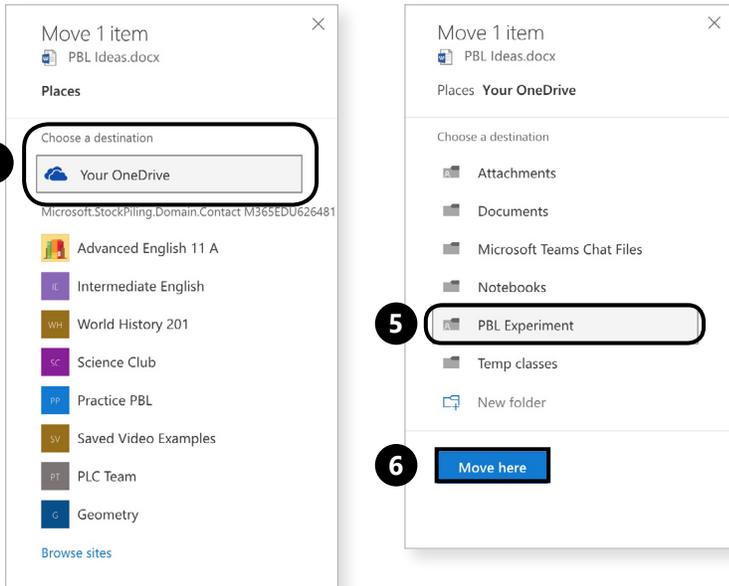
3. Select **Move to**.

(Continued on next page)



Screen key

Move & upload files in OneDrive



4. Choose a destination. Select Your OneDrive to move within your OneDrive folders.

5. Find your desired folder.

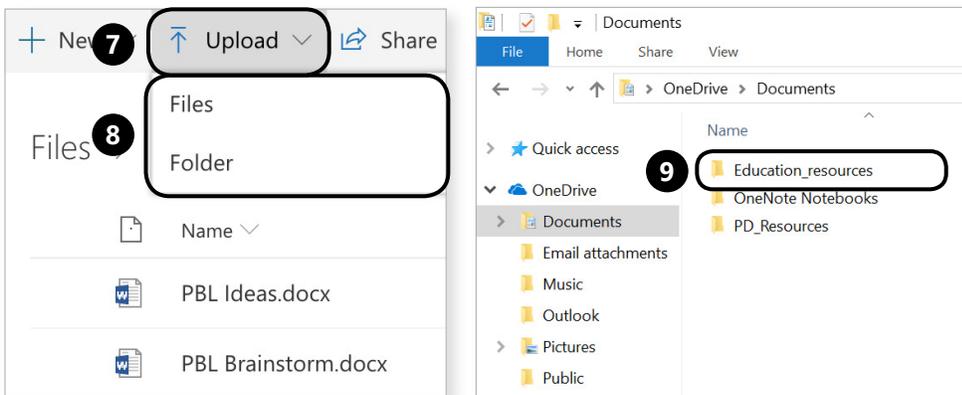
6. Select **Move here**.



Screen key

Move & upload files in OneDrive

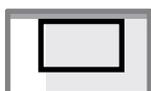
Uploading is simple too.



7. Select **Upload**.

8. Select **Files** or **Folder**.

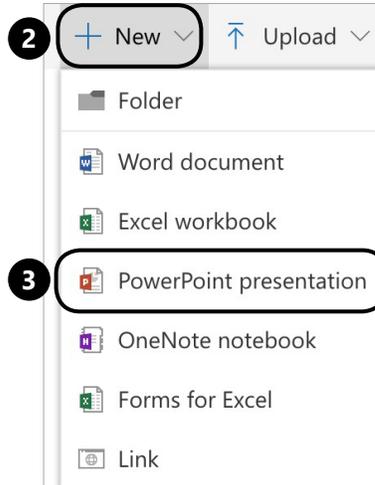
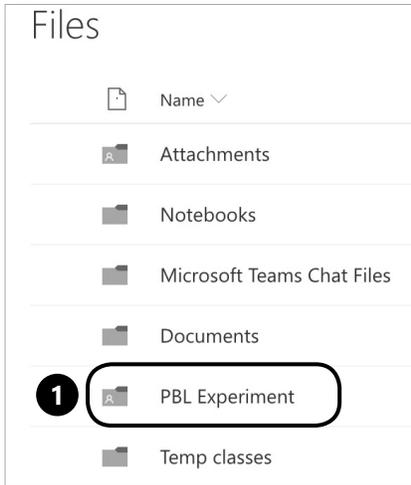
9. Select the file or folder you'd like to upload and click **open**.



Screen key

Become a PowerPoint master

Create your PowerPoint in OneDrive.



1. Start from the folder where you'd like the PPT to live.

2. Select **+ New**.

3. Click on **PowerPoint Presentation**.



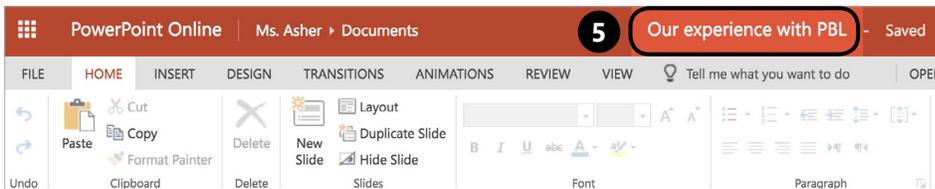
Screen key

Title your presentation

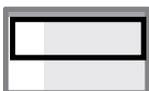
Give your PPT an eye-catching name.



4. Click on **"Presentation"** at the top of the screen.



5. Type in a new title for the presentation.



Screen key

Pick your theme

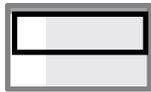
Get creative: Pick a theme for your slides.



6. Click the **Design** tab.

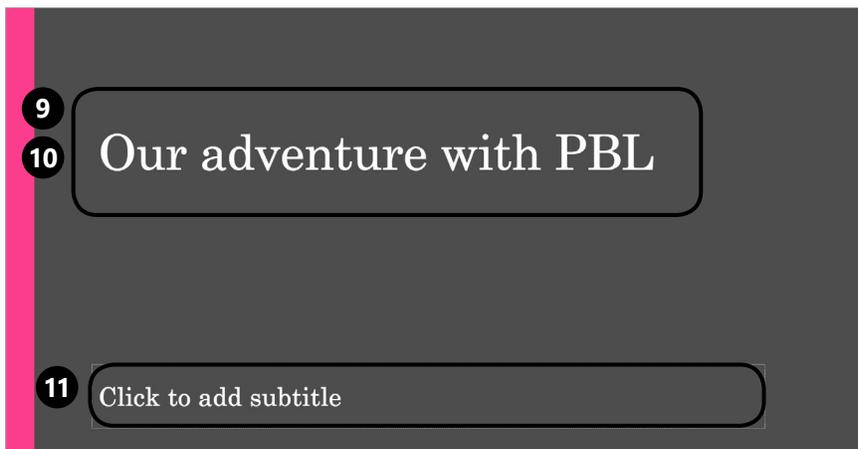
7. Choose a theme from the menu across the top of the screen.

8. Select a specific design from the slides on the right.



Screen key

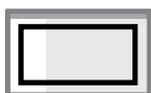
Add a title



9. Click into the text box that says Untitled.

10. Type a new title.

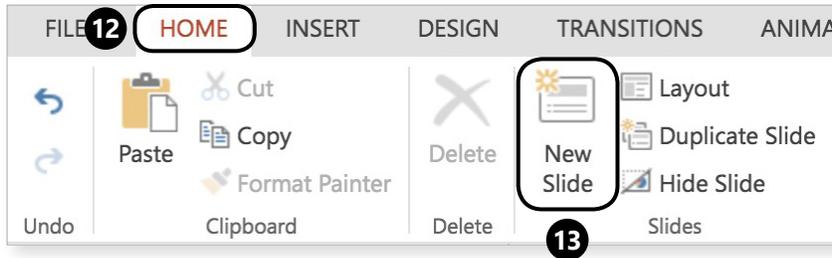
11. Type a new subtitle.



Screen key

Add new slides

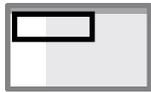
Add new slides.



12. Select the **Home** tab.

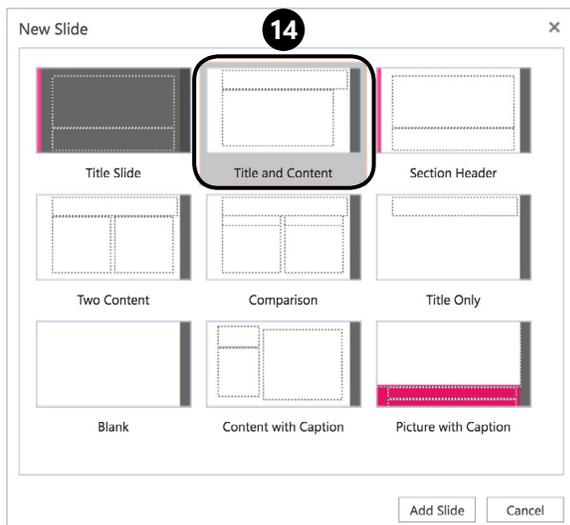
13. Select **New Slide**.

Shortcut:
Right-click
(command-click
on Macs) the title
slide and choose
New slide.

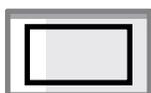


Screen key

Add new slides



14. Choose your
slide type.



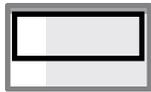
Screen key

Give your slide titles

Give your slides titles.

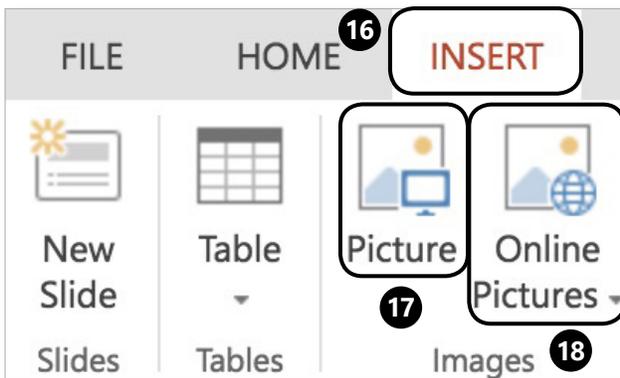


15. Click into the top box to add a title to the slide.



Screen key

Add a photo



16. Select **Insert** tab.

17. Select **Pictures** to upload a photo from your device.

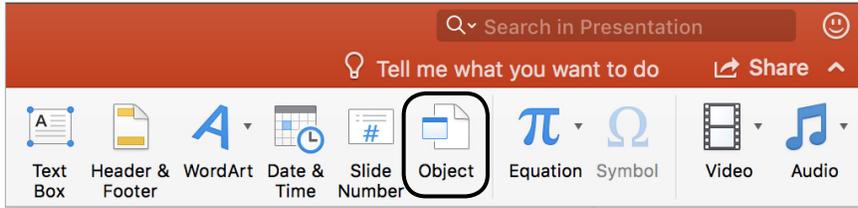
18. Select **Online Pictures** to search Bing for Creative Commons images.



Screen key

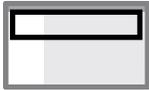
Insert an Excel file

*This feature is only available in the desktop version of Excel.



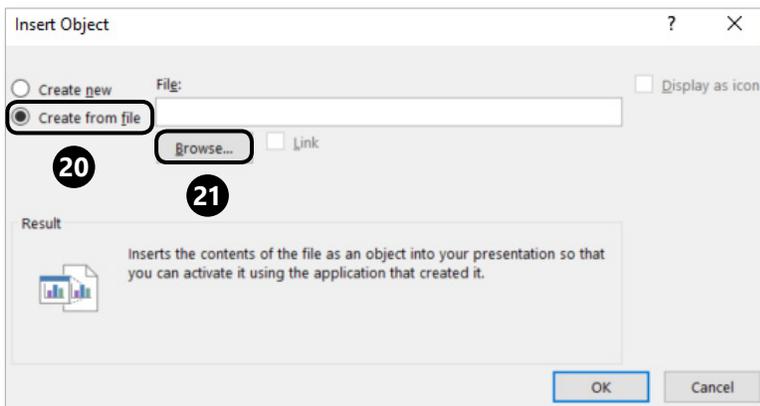
19

19. Select the **Object** icon.



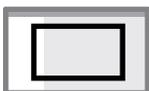
Screen key

Insert an Excel file



20. Select **Create from file**.

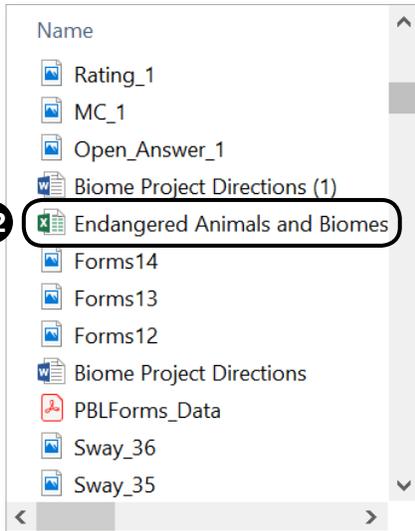
21. Click **Browse**.



Screen key

Insert an Excel file

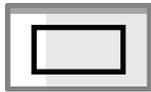
Insert an Excel file.



22. Select the file you're looking for.

23. Select **OK**.

24. Select **OK** again.

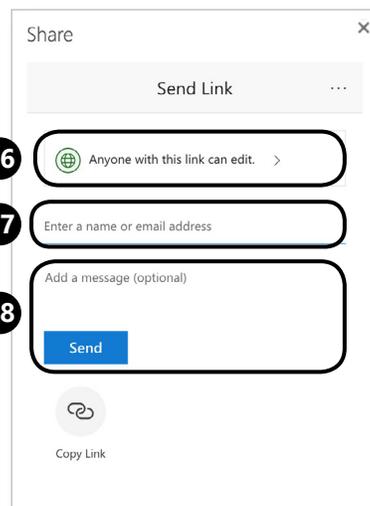


Screen key

Share your presentation from within PPT



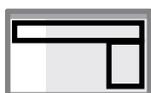
25. Select **Share**.



26. Determine editing rights for the person you're sharing the file with.

27. Enter the name of the person you're sharing it with.

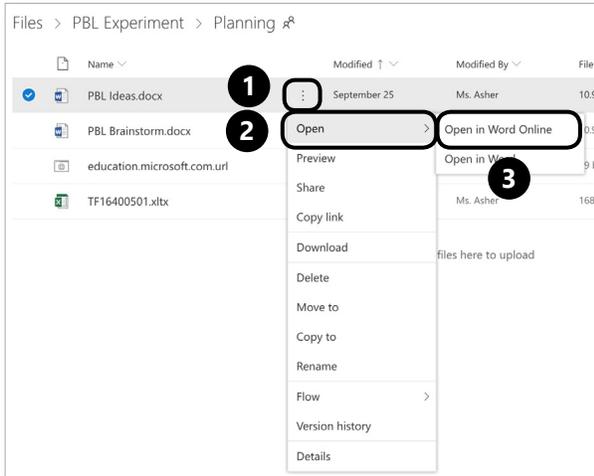
28. Add a message and click **Send**.



Screen key

Browser vs. app: The ultimate smackdown!

Opening a OneDrive file in a browser—and what it means.



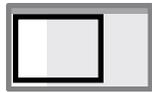
1. Find the file you'd like to open.

2. Click the ellipsis and select **Open**.

3. Select **Open in Word Online**.

4. The file will open in a new tab in your Internet browser.

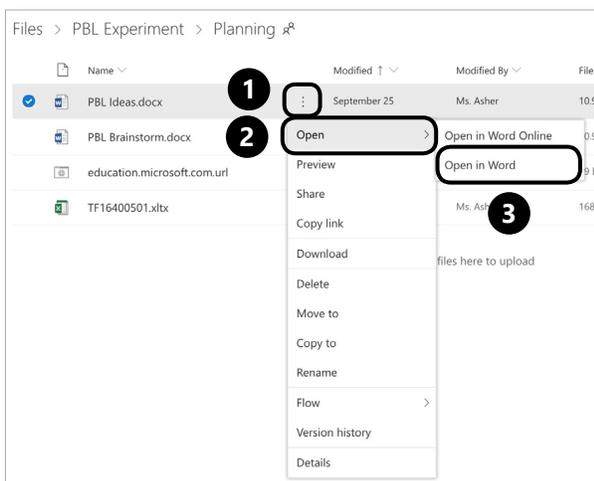
5. All edits will be automatically saved in your OneDrive account.



Screen key

Opening a OneDrive file in an App

Opening a OneDrive file in an App.



1. Find your file in OneDrive.

2. Select **Open**.

3. Select **Open in Word**.

4. The file will now open in your desktop Word App.

5. You're **working** on your desktop but **saving** to your OneDrive account.



Screen key