

Introduction To Microsoft Office Web Apps

Manhattan School of Music

IT Department

What are Web Apps?

- Microsoft Office: Word, Excel, Powerpoint, OneNote
- Limited functionality
- Available through web browser
- Documents stored in Microsoft's Skydrive (cloud storage)

Why should I care?

- Create new documents anywhere
- Work on existing documents anywhere
- Sync documents with desktop
- Share documents for collaboration
- No need to have Microsoft Office installed
- 25 GB!

Requirements

- Windows Live ID (your school email account)
- Supported web browser (no iPads, Xooms)
- Documents must be in current format (docx, xlsx, pptx)

Today's Topics

Installing SilverLight

Logging into
SkyDrive

Creating documents

Working with
existing documents

Install Silverlight

<http://www.microsoft.com/silverlight>

Click on Download button



Loggin into Skydrive

<http://skydrive.live.com>

From Outlook web app

School email account is your
Windows Live ID

Login to Sky Drive

Go to <http://skydrive.live.com>

User your school email login

sign in

Windows Live ID:

Password:

[Can't access your account?](#)

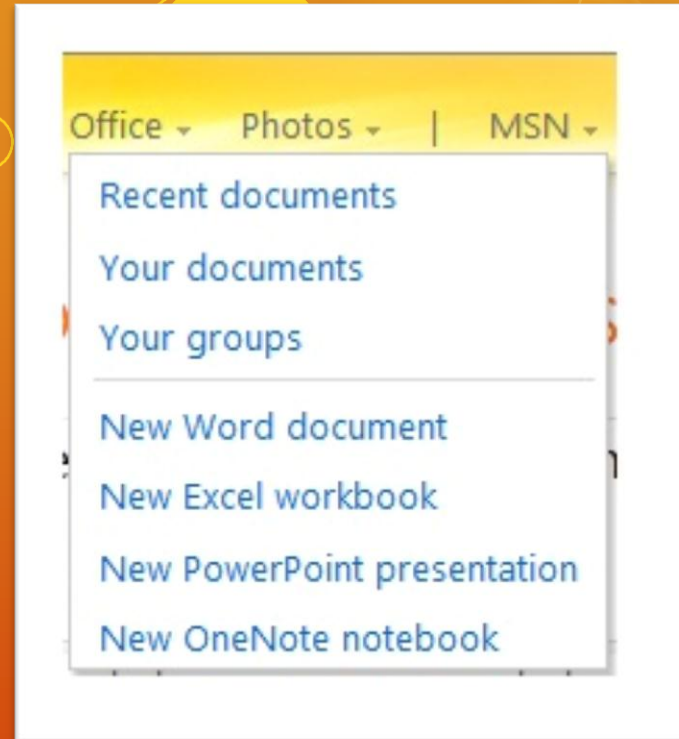
[Keep me signed in](#)

Alternative login method

Login to school email at
<http://webmail.msmnyc.edu>

Click on the Office menu at the top

Select "Your Documents" from the pull-down menu



Skydrive Basics

Left panel - main menu

- Files
- Recent docs
- Shared
- Groups

Toolbar

- Create new documents
- Add documents





Folder view

- Navigating folders
- Folder actions
- Managing files






Skydrive Main Menu



Skydrive main window

Create:     | Add files New folder

Documents
Stephen O'Brien's SkyDrive

<input type="checkbox"/> Name	Date modified	Last modified by	Shared with	Size
<input type="checkbox"/>  Bursar	11/15/2011	Stephen O'Brien	People with a link	18 KB
<input type="checkbox"/>  Documents	22 hours ago	Stephen O'Brien	Just me	816 KB
<input type="checkbox"/>  Financial Aid	11/14/2011	Stephen O'Brien	Just me	27,698 KB
<input type="checkbox"/>  IT	2 days ago	Stephen O'Brien	Just me	26 KB
<input type="checkbox"/>  Presentation	24 minutes ago	Stephen O'Brien	Just me	122 KB

Creating new documents

- Navigate to folder
- Click on toolbar icon
- Name the file

Working with existing documents

- Navigate to folder
- Click on "Add files"
- Drag files into Skydrive
- You can also save Skydrive documents locally

In Summary

- Great tools for basic tasks
- Cloud storage and version tracking
- Integration with desktop apps
- Future topics
 - Groups
 - Sharing and collaboration
 - OneNote