Using Office 365

With Windows 8

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Kevin Wilson

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Using Office 365: With Windows 8

Contents at a Glance

About the Author

Kevin Wilson, a practicing computer engineer and tutor, has had a passion for gadgets, cameras, computers, and technology for many years.

He graduated with masters degrees in computer science, software engineering, and multimedia systems. He has gone on to work within the computer industry, supporting and working with many different types of computer systems, as well as working within the educational system, running specialist lessons on filmmaking and visual effects for young people. He has also worked as an IT tutor, has taught in colleges in South Africa, and served as a tutor for adult education in England.

He continues to write books in the hope that his work will help people use their computers with greater understanding, productivity, and efficiency. His ultimate goal is to help students and people in countries, like South Africa, who have never used a computer before. It is his hope that they will, one day, get the same benefits from computer technology as we do.

Acknowledgments

Thanks to all the staff at Apress for their passion, dedication, and hard work in the preparation and production of this book.

To all my friends and family for their continued support and encouragement in all my writing projects.

To all my colleagues, students, and testers who took the time to test procedures and offer feedback on the book.

Finally, thanks to you, the reader, for choosing this book. I hope it helps you use your computer with greater ease.

Introduction

Using Office 365 introduces you to the new verson of Microsoft Office and is designed to help beginners and enthusiast users who want to get up and running quickly using their computers.

This book has been written in a step-by-step fashion, using photography and screen shots to illustrate the steps as clearly and concisely as possible. Starting with the fundamentals of what Office 365 is, we explore setting up your account, and learn about SkyDrive and SkyDrive Pro. We also take a look at the most common Office applications, with guided tutorials on creating documents in Word with different fonts, graphics, photographs, and colors. We learn how to manipulate data in Excel to create tables, perform calculations, and create charts. We use PowerPoint to get our message across by creating multimedia presentations using graphics, photograhs, and animations. We also learn how to set up Outlook to check our e-mail and keep appointments and contacts. Finally, we discover how to store documents with SkyDrive and SkyDrive Pro, and collaborate and share documents, presentations, and spreadsheets with friends and colleagues.