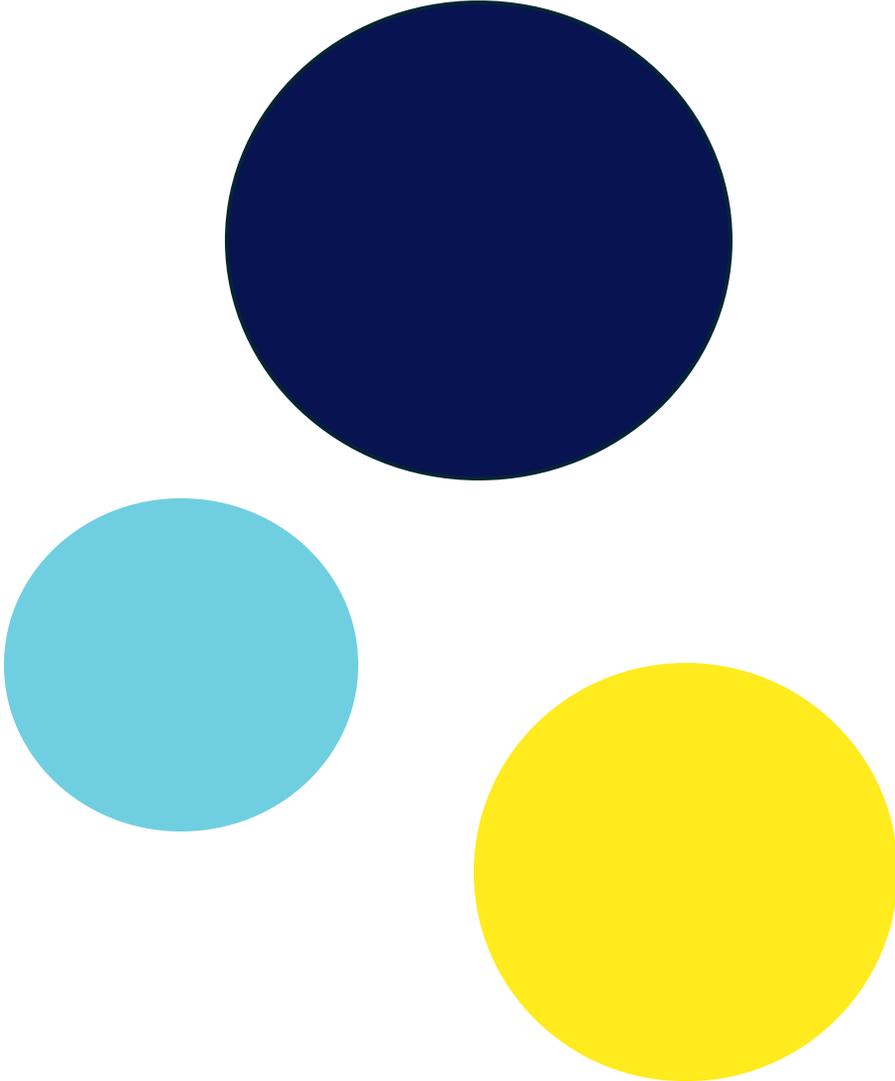


Digital Hub Guidance

MS Word and OneDrive



Welcome to Your Digital Journey with Microsoft Word and OneDrive!

At Reed in Partnership, we are dedicated to enhancing your digital skills. This guide will help you navigate Microsoft Word, whether you're a beginner or looking to improve your proficiency.

What You'll Learn:

- **Creating and Formatting Documents:** Learn how to create, format, and manage your documents effectively.
- **Everyday Tasks:** Discover how to save, print, and share your documents with ease.
- **Writing Essentials:** Use Microsoft Word to draft your CV, cover letter, and personal statements.

Our goal is to empower you with the knowledge and skills to use Microsoft Word confidently and efficiently.

1. MS Word

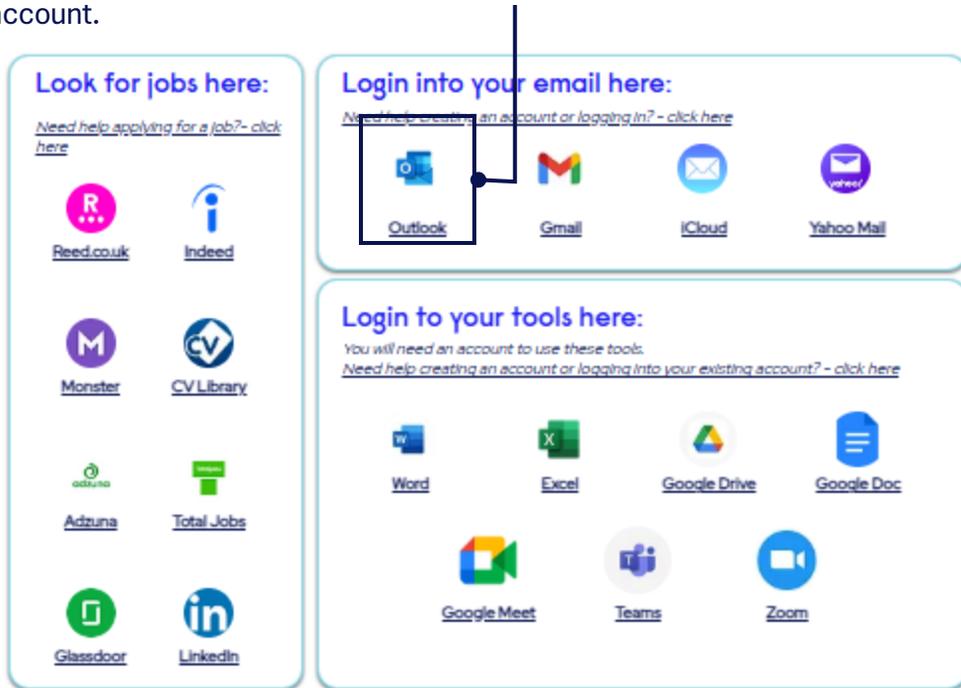


Microsoft Word Online is a versatile online word processing tool that allows you to create, edit, and collaborate on documents in real-time from any device with internet access. This means that when you add or update a document on the Reed in Partnership PCs, you will see these changes when you log onto your Word Online account on another PC, such as at home or at the library, through any online browser.

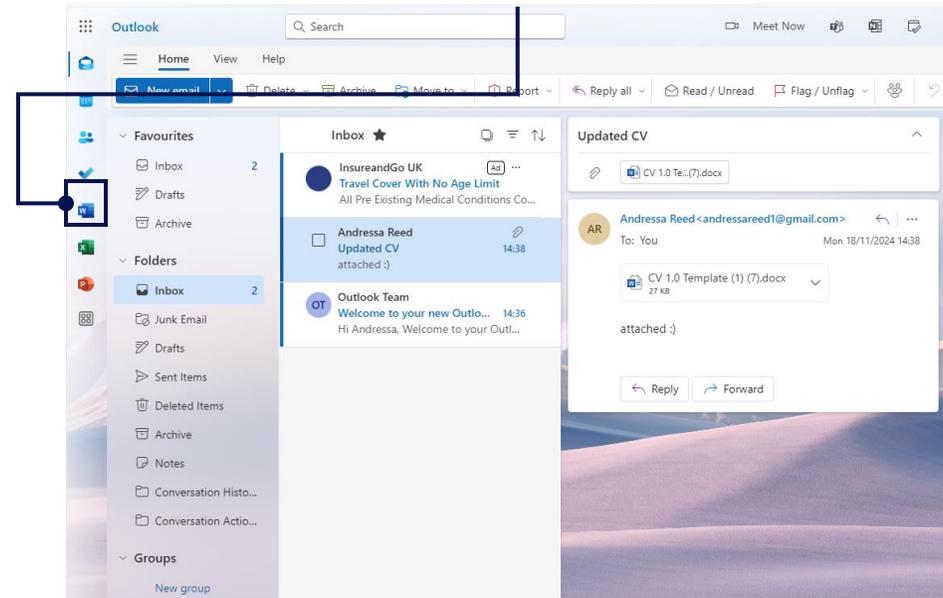
To access Word Online, you need a Microsoft Account. **If you don't have one, please refer to the guide 'How to Create and Use Outlook Account'**. Once your account is set up, you have two options from the Participant Hub:

Option 1:

1. On the Participant Hub home page, log in to your Outlook account.



2. From the Participant Hub home page, log in to your Outlook account:

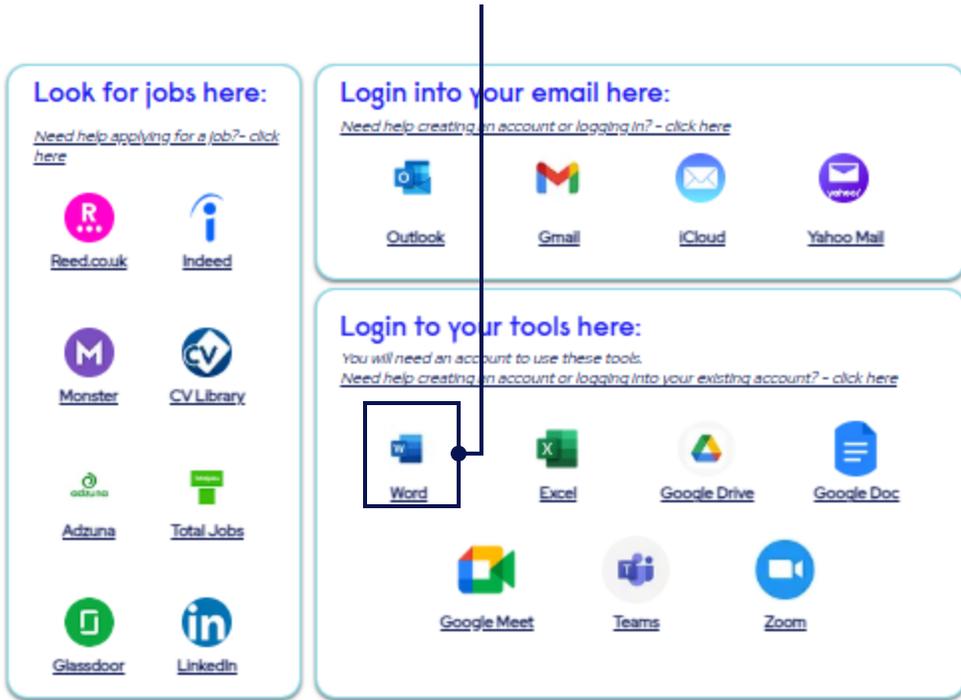


Then you will be directed to the Microsoft Word Online page.

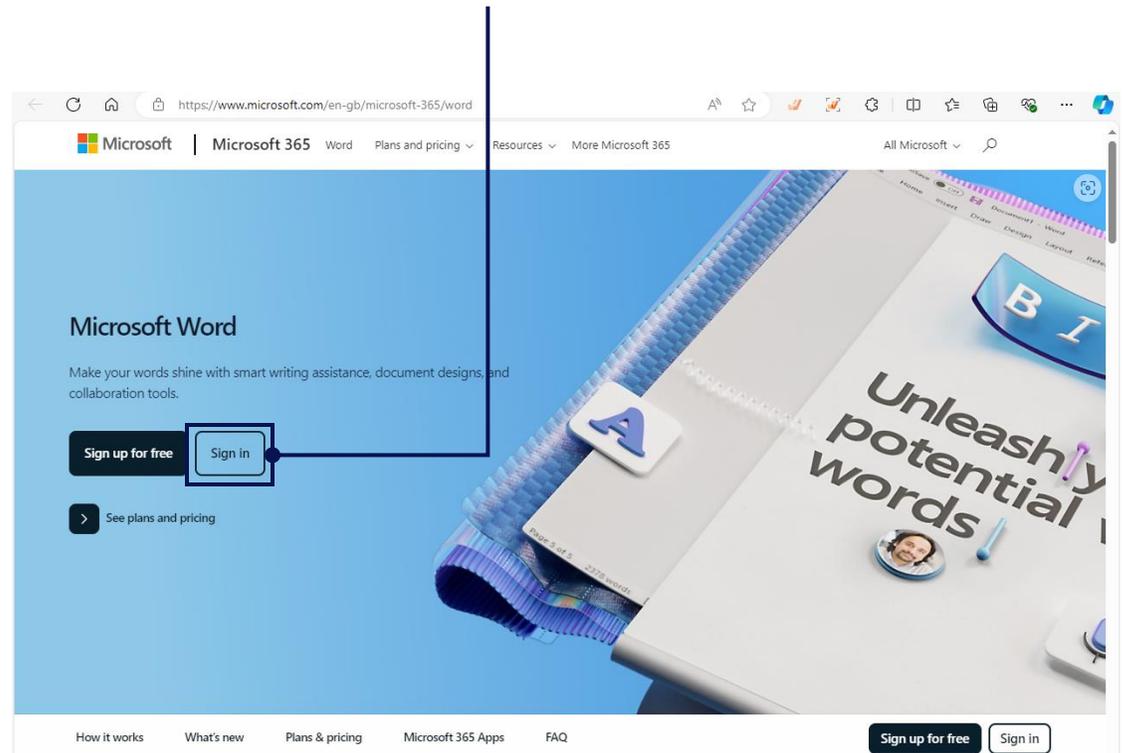


Option 2:

1. On the Participant Hub home page, Click on the MS Word Icon.



2. A Microsoft Word page will open in another browser window. Then, simply sign in to your Microsoft account.



Then you will be directed to the Microsoft Word page.

MS Word Online Overview



When accessing from your Outlook account, the MS Word will look like this:

Search Bar - you can look for files or templates to use.

Your Side Bar
Switch between the different Microsoft features like Mail, Calendar, Word, Excel, PowerPoint [...]

The screenshot shows the MS Word Online interface. At the top, there is a search bar with the text "Search for apps, files, templates and more". Below this is the "Create new" section, which includes a "Blank document" button and a "Template Gallery" with various templates like "General notes", "APA style paper", "MLA style paper", "Open house flyer", and "Premium templates". Below the "Create new" section is a "Recently opened" section with a table of documents. The table has columns for "Name", "Opened", "Owner", and "Activity". One document is listed: "CV updated_Jun2024" by "Andressa Reed" opened "Just now".

Name	Opened	Owner	Activity
CV updated_Jun2024 Your OneDrive	Just now	Andressa Reed	

Template Gallery: MS Word is very intuitive, providing access to a template gallery with various templates to help you start a new document.

Blank document
Starting a new document is very simple; just click on "Blank document."

Your **Recent Documents:** You can easily access the documents you recently used.

TOP TIP

OneDrive, accessible from the sidebar, is a cloud storage service for storing, accessing, and sharing files.

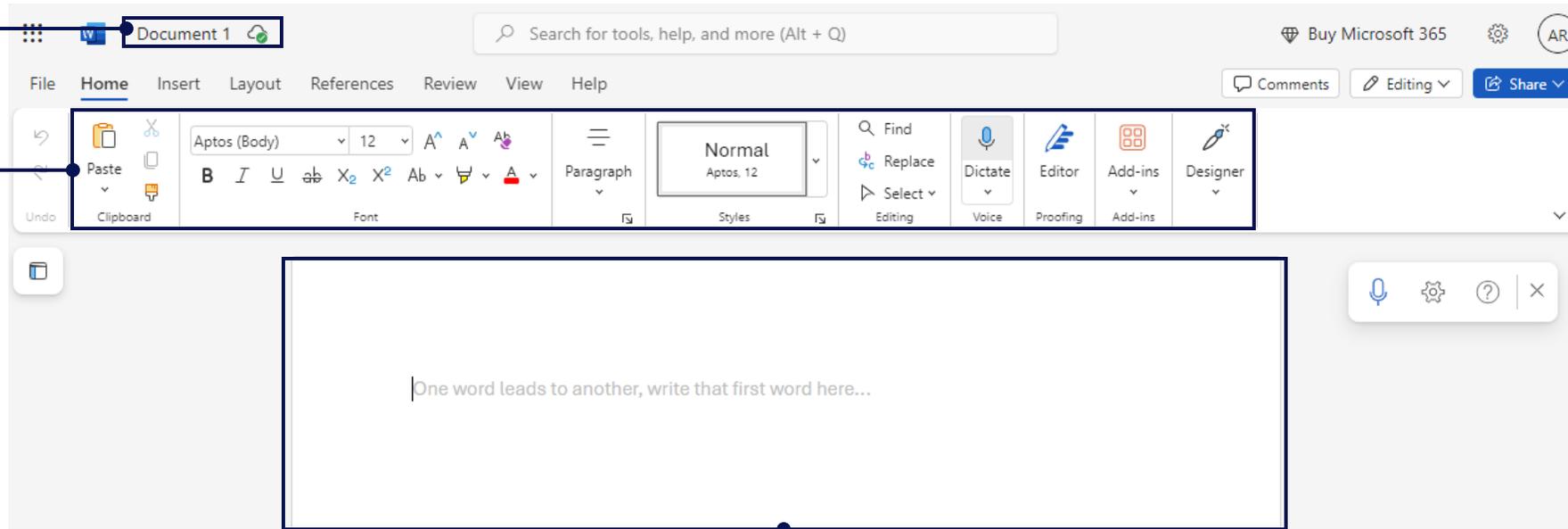


Features and Functionalities



When you click on the **Blank Document** icon, a new file will be created, and a new window will automatically open in your browser with the Microsoft Word application. We'll begin by exploring a few basic functionalities, starting with the **Home tab**.

Rename your document here.



Format bar:
Customise your text by changing the size, font, alignment, colour, and more.

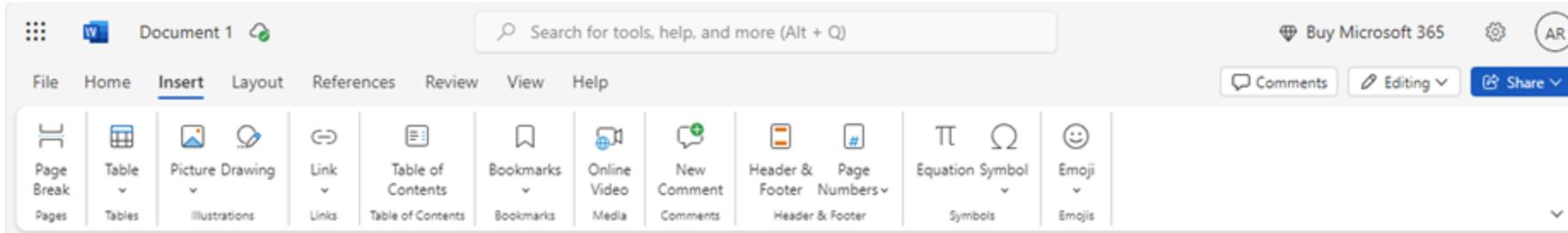
Your Doc: Write your text and see how your document looks here.

Share: An easy way to share your document with others, such as your EA, so they can review and help you with it. Just remember to set the appropriate access level: Viewer, Commenter, or Editor.

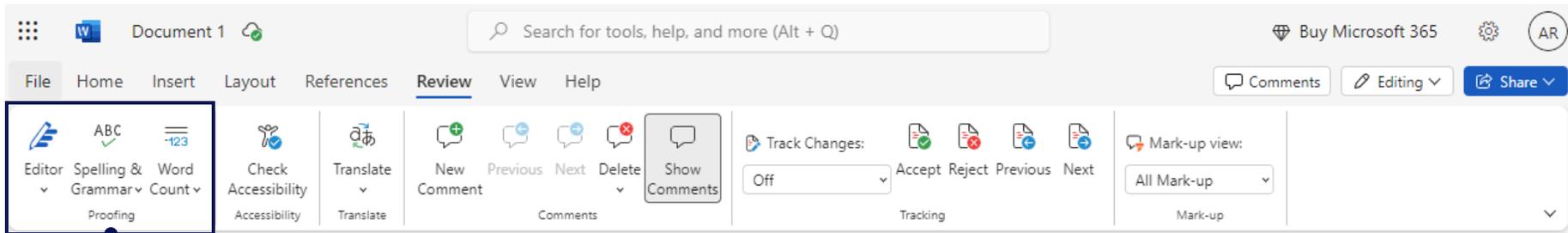
Features and Functionalities



Insert tab - Allow you to enhance your doc by adding elements such as tables, pictures, shapes, charts and more for creating a rich and dynamic content.



Review tab - Provides tools for proof-reading and collaboration, including features for spelling and grammar checks, tracking changes, adding comments, comparing documents, and protecting the document

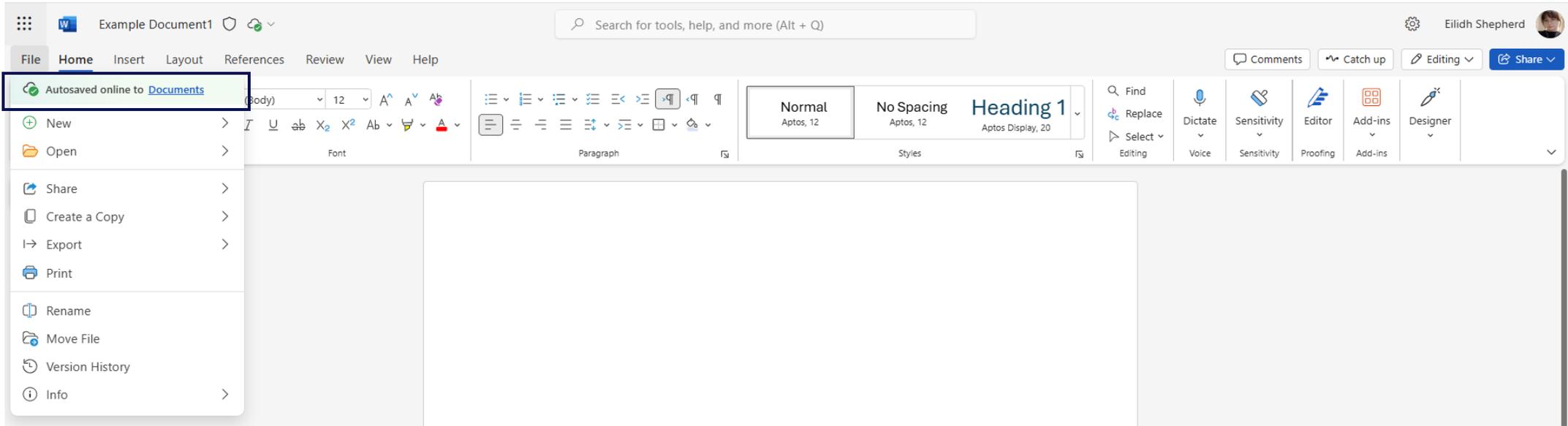


Editor is a powerful tool, it offers suggestions for grammar, style, and clarity, helping you create polished documents. Editor also suggests improvements for conciseness, formality, and inclusive language, making it essential for refining your writing. **Spelling and Grammar** checks underline errors and provide corrections, ensuring your text is typo-free and grammatically correct.

Saving Your Document

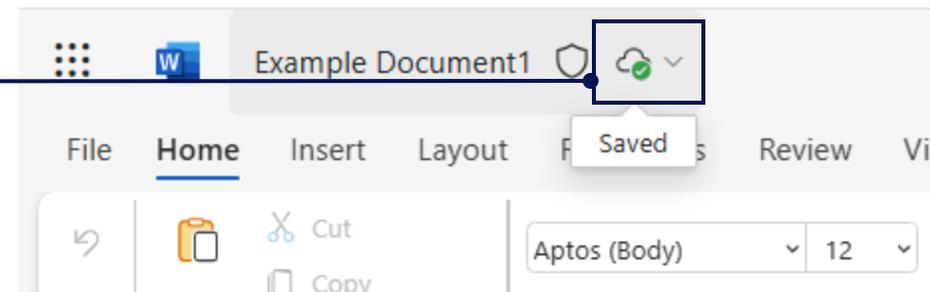


Your document will automatically save to your OneDrive account when using Word Online.



TOP TIP

To quickly check your document has saved, look for the green tick beside your document title.





For further technical guidance on how to use the Digital Hub, please contact your Digital Hub Champion or a member of staff.

If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.

To watch a video on how to use the Digital Hub, please use the link below or contact your Digital Hub Champion or a member of staff.

<https://www.phrinp.co.uk/>