



Canadian Hard of Hearing Association
Association des malentendants canadiens



Microsoft 365



MICROSOFT 365 GUIDE

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Introduction

This Microsoft 365 guide will help you learn how to navigate Microsoft 365 and various Microsoft office apps by directing you to the appropriate resources. The office apps included in this guide are Outlook, Excel, and Word.

The Guide is composed of 4 sections:

- 1. Microsoft 365**
- 2. Microsoft Outlook**
- 3. Microsoft Excel**
- 4. Microsoft Word**

Microsoft 365

<https://www.microsoft.com/en-ca/microsoft-365>



Microsoft 365

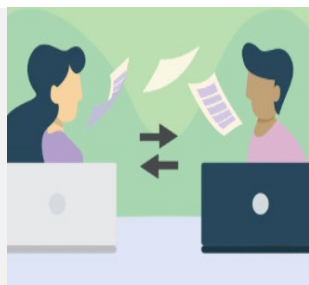
Microsoft 365 allows you to work from anywhere by grouping all Microsoft office apps together on one platform, including but not limited to, excel, word and office. This allows you to save your documents in the cloud and access them anywhere.

For a detailed introduction to Microsoft 365 [Click Here](#).



How to use and navigate Microsoft 365 apps: [Click Here](#)

Learn how to create documents and save them to OneDrive or SharePoint.



How to share documents: [Click Here](#)

Share documents to collaborate with others.



How to Access Microsoft 365 from anywhere: [Click Here](#)

Download the OneDrive app to access your Microsoft 365 documents from anywhere.

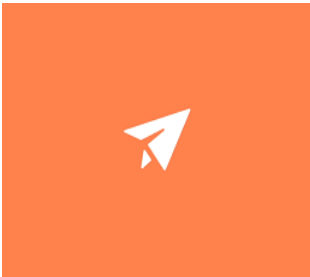
Microsoft Outlook

<https://www.microsoft.com/en-ca/microsoft-365/outlook/outlook-for-business>



Microsoft Outlook allows you send and receive emails, store contacts and plan ahead using a personalized calendar.

For a detailed introduction to Outlook [Click Here](#) .



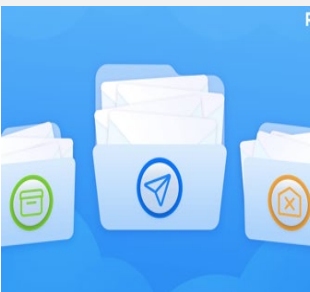
How to Create and Send E-mails: [Click Here](#)

Learn how to create and write e-mails using the Outlook functions and tools.



How to Set up Automatic Replies: [Click Here](#)

Set up automatic replies to let others know that you are out of office or important details if you cannot reply to them during a certain time.



How to Organize Your Emails: [Click Here](#)

Make your mailbox easier to read and categorize based on topic or importance.



How and When to use Bcc and Cc in Emails: [Click Here](#)

Allow others to see e-mails that you send to other recipients.



How to Attach or Insert Files and Images: [Click Here](#)

Add files and images to your e-mails to allow others to view.



How to Format Text in Outlook: [Click Here](#)

Change the size, font, style, and colour of the text.



How to Copy and Paste Text:

Copy and transfer text within the same e-mail or to another email/document.

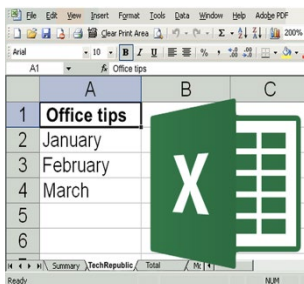
Microsoft Excel

<https://www.microsoft.com/en-ww/microsoft-365/excel>



Microsoft Excel allows you to use charts and graphs to help present and organize your data.

For a detailed introduction to Excel [Click Here](#).



How to Create and Format Tables: [Click Here](#)

Create a table to organize your data.

Formatting Rows and Columns: [Click Here](#)

Change the layout of your tables to best suit your data as well as to remove and add columns and rows.

Formatting Cells: [Click Here](#)

Add or remove cells.



How to Copy and Paste:

Copy and transfer text to another document or within the same document.

B/U

How to Format Text in Excel: [Click Here](#)

Change the size, font, style, and colour of the text.

How to Format the Numbers in Excel: [Click Here](#)

Format numbers to percentages, decimals, dates, currency, etc.



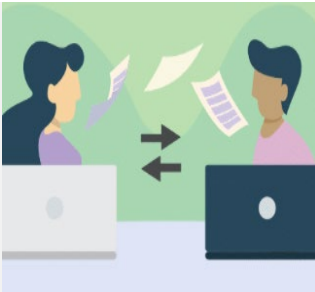
How to Insert Images: [Click Here](#)

Add an image to the document.



How to Save Documents to OneDrive: [Click Here](#)

Save your excel documents to one drive to access it from different devices, share with others and keep all your files in one location.



How to Share Documents: [Click Here](#)

Allow others to view, edit or comment on excel documents that you create.



How to Download Documents to Your Computer: [Click Here](#)

Save documents to your computer.



How to Turn On/Off E-Mail Notifications (for edits and comments on shared documents): [Click Here](#)

Set up your email to notify others on edits/comments you make. You may also turn off notifications to block any email notifications.

Microsoft Word

<https://www.microsoft.com/en-us/microsoft-365/word>



Microsoft Word allows you to create documents and use text to write a digitised report.

For a detailed introduction to Word [Click Here](#).



How to Create and Write in Documents: [Click Here](#)

Learn how to create documents and use text to begin writing.

B / U

How to Format Text in Word: [Click Here](#)

Change the size, font, style and colour of the text.



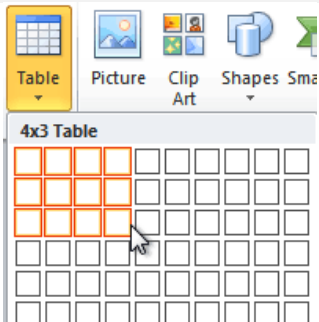
How to Copy and Paste:

Copy and transfer text to another document or within the same document.



How to insert Images: [Click Here](#)

Add an image to the document.



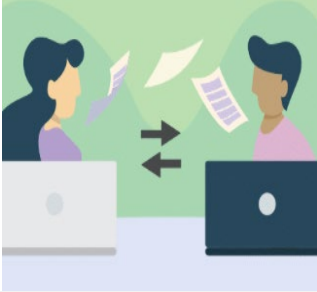
How to Insert Tables: [Click Here](#)

Maximize your document buy adding tables to organize your data.



How to Save Documents to OneDrive: [Click Here](#)

Save your excel documents to one drive to access it from different devices, share with others and keep all your files in one location.



How to Share Documents: [Click Here](#)

Allow others to view, edit or comment on excel documents that you create.



How to Download Documents to Your Computer: [Click Here](#)

Save documents to your computer.



How to Turn On/Off E-Mail Notifications (for edits and comments on shared documents): [Click Here](#)

Set up your email to notify others on edits/comments you make. You may also turn off notifications to block any email notifications.

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Microsoft Excel

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Microsoft Word

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