

Microsoft® Office 2013

First Course

Second Course

Third Course

Office 2013
Appendix

Working in the Cloud





Objectives

- Understand Office 2013 in the Cloud
- Work Online
- Explore SkyDrive
- Manage Files on SkyDrive



Objectives

- Share Files
- Explore Office Web Apps
- Complete a Team Project



Understanding Office 2013 in the Cloud

- The term **cloud computing** refers to the process of working with files and apps online
- Applications such as Gmail and outlook.com are **cloud-based**, which means that you do not need a program installed on our computer to run them
- Office 2013 has also been designed as a cloud-based application



Understanding Office 2013 in the Cloud

- A **roaming setting** is a setting that travels with you on every connected device
- **SkyDrive** is an online storage and file sharing service
- The term **synced** means that when you add, change or delete files on one computer, the same files on your other devices are also updated
- **Office Web Apps** are the versions of Microsoft Word, Excel, PowerPoint, and OneNote that you can access from your SkyDrive

Understanding Office 2013 in the Cloud

FIGURE WEB-1: FILE tab in Microsoft Excel

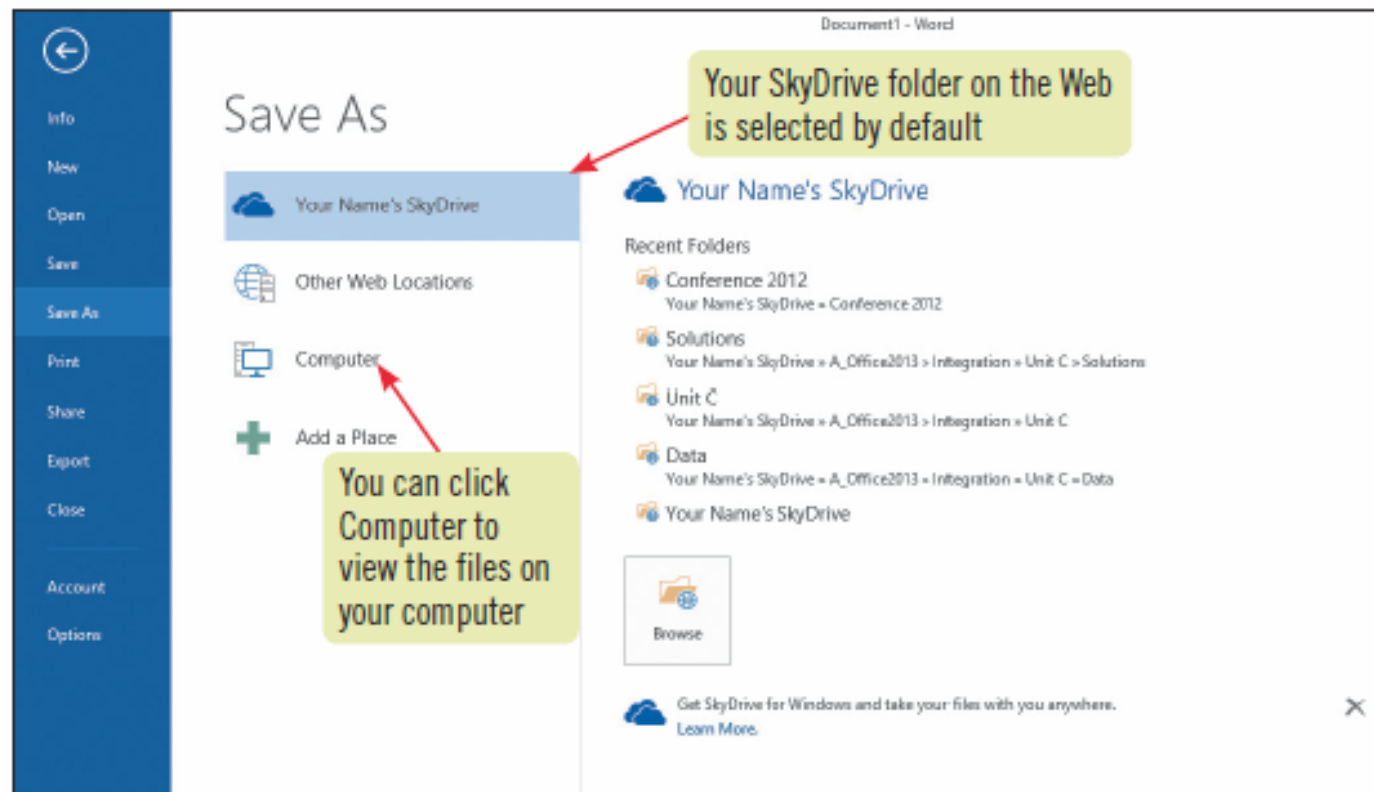


FIGURE WEB-2: PowerPoint Last Viewed Slide setting



Understanding Office 2013 in the Cloud

FIGURE WEB-3: Saving a Word file on SkyDrive



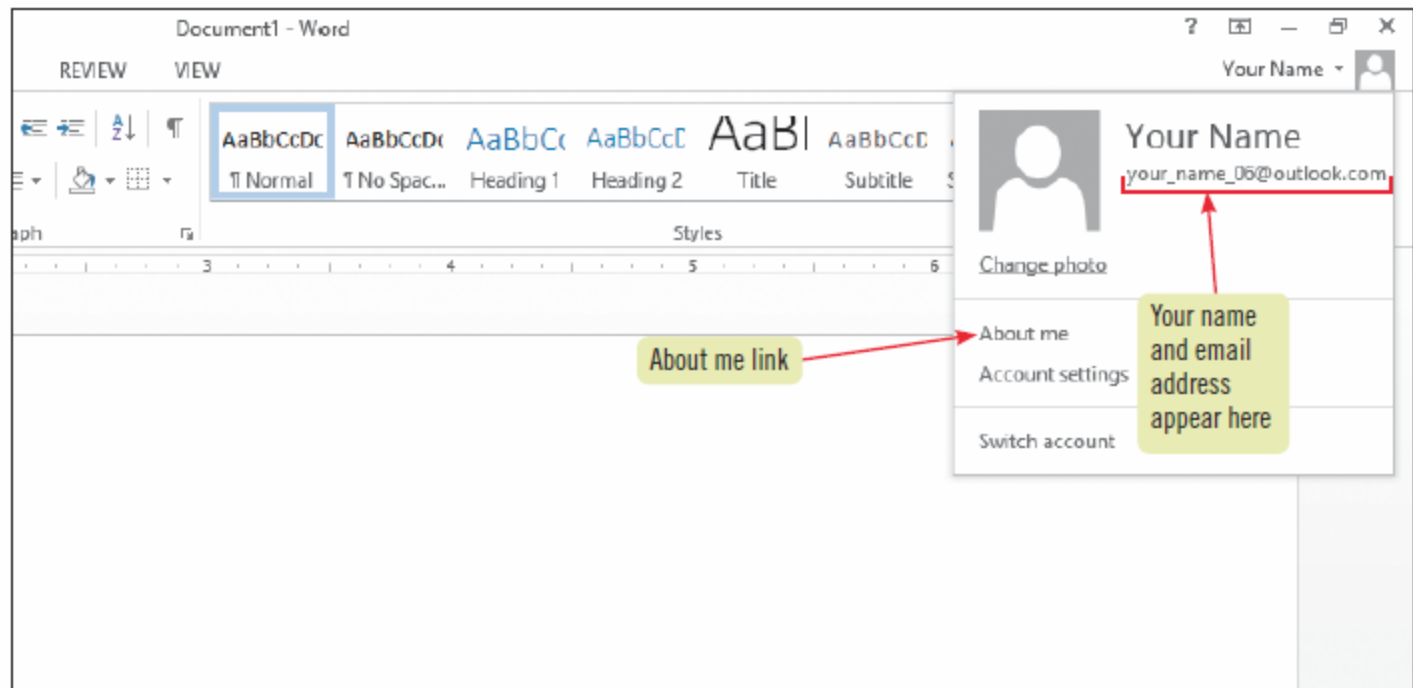


Work Online

- **When you work on your own computer, you are usually signed in to your Microsoft account automatically**
- **When you use another person's computer or a public computer, you will be required to enter the password associated with your Microsoft account to access files you have saved on Windows SkyDrive**
- **You know you are signed in to Windows when you see your name and possibly your picture in the top right corner of your screen**

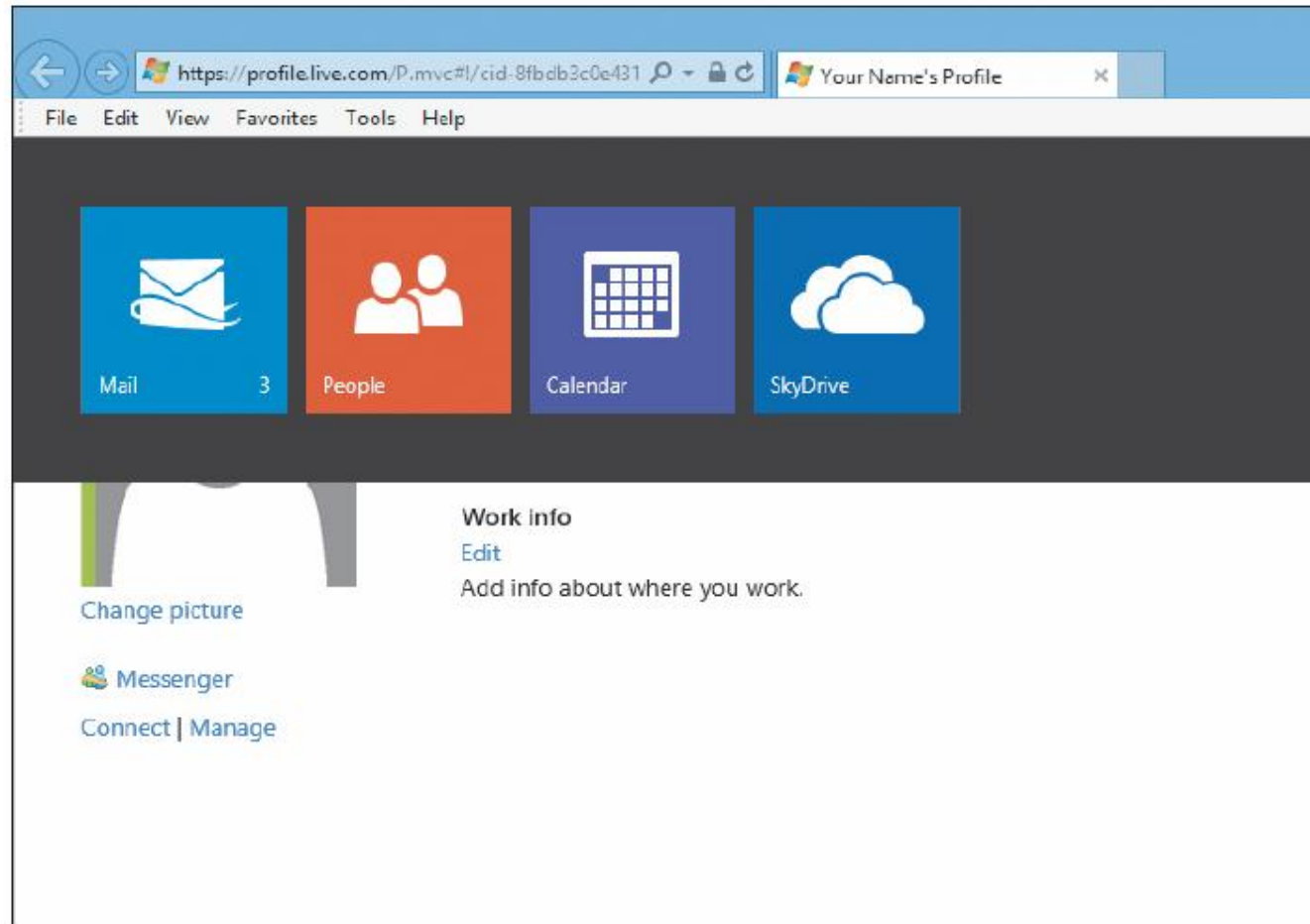
Work Online

FIGURE WEB-4: Viewing Windows account options in Word



Work Online

FIGURE WEB-5: Connected services associated with a Profile





Getting a Microsoft Account

- **You have a Microsoft account if you use**
 - Outlook.com
 - SkyDrive
 - Xbox LIVE
 - Windows Phone
- **A Microsoft account consists of an email address and a password**



Exploring SkyDrive

- **SkyDrive works like the hard drive on your computer**
- **You can save and open files from SkyDrive, create folder, and manage your files**
- **You can access the files you save on SkyDrive from any of your connected devices and from anywhere you have a computer connection**

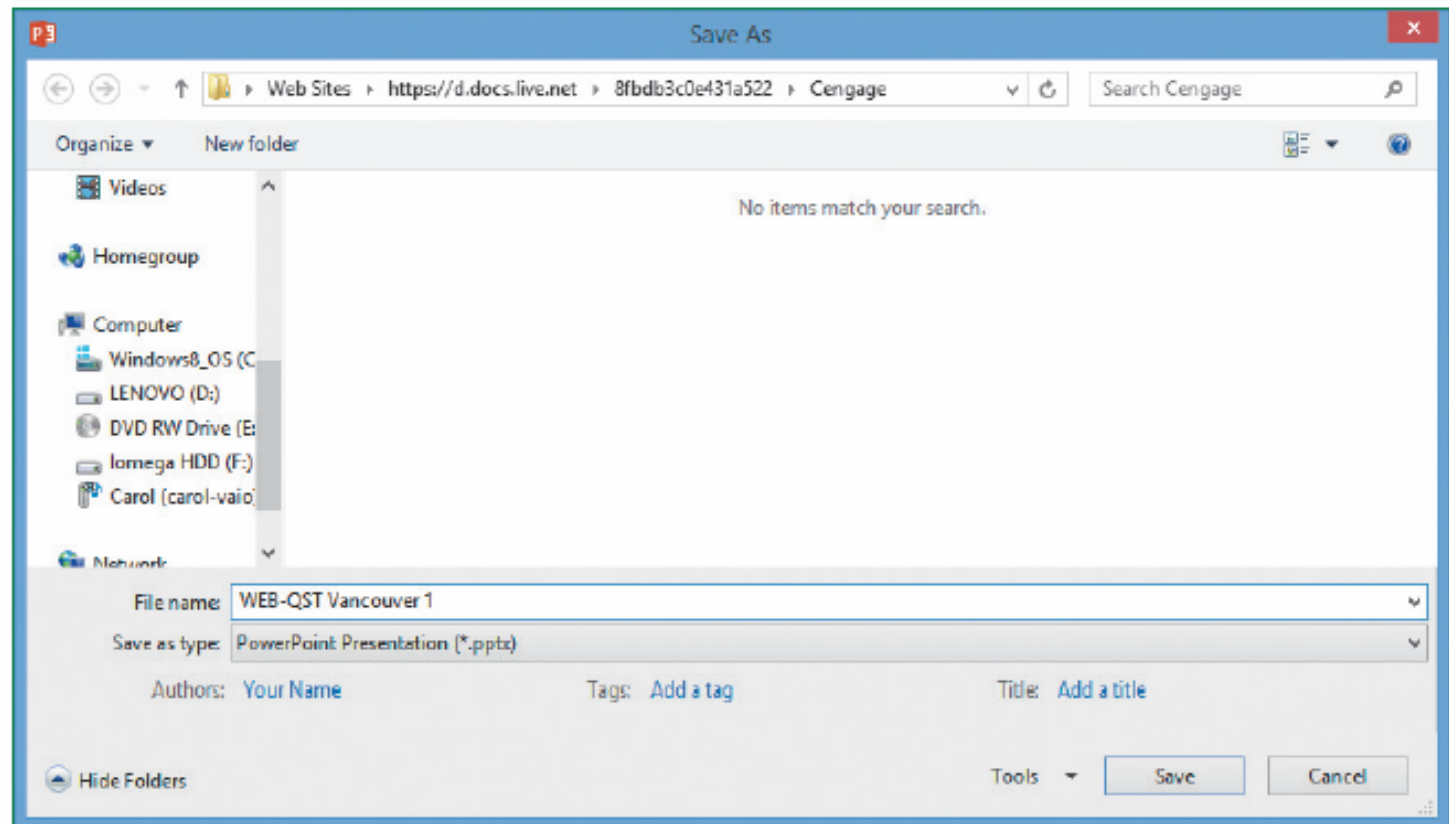


How to Disable Default Saving to SkyDrive

- **By default, files are saved to locations you specify on your SkyDrive**
- **You can change the default to be a different location**
- **Click the FILE tab, then click Options. Click Save in the left sidebar, then in the Save section, click Save to Computer by default check box**

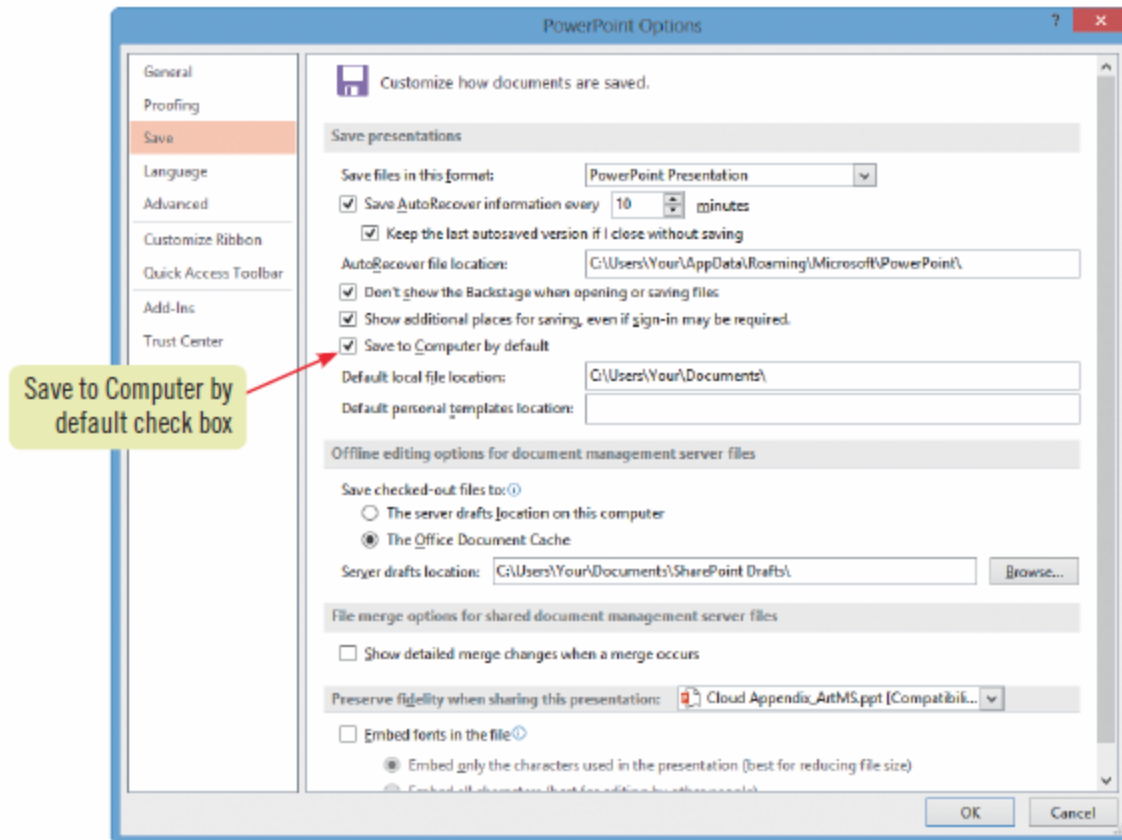
How to Disable Default Saving to SkyDrive

FIGURE WEB-6: Saving a presentation to SkyDrive



How to Disable Default Saving to SkyDrive

FIGURE WEB-7: Changing the default Save location in PowerPoint





Managing Files on SkyDrive

- You are automatically connected to SkyDrive when you sign into your Microsoft account and launch an Office 2013 application
- You can also access SkyDrive through your Web browser or from the SkyDrive App in Windows 8
- When you start the SkyDrive app, you can upload and download files, create folders, and delete files

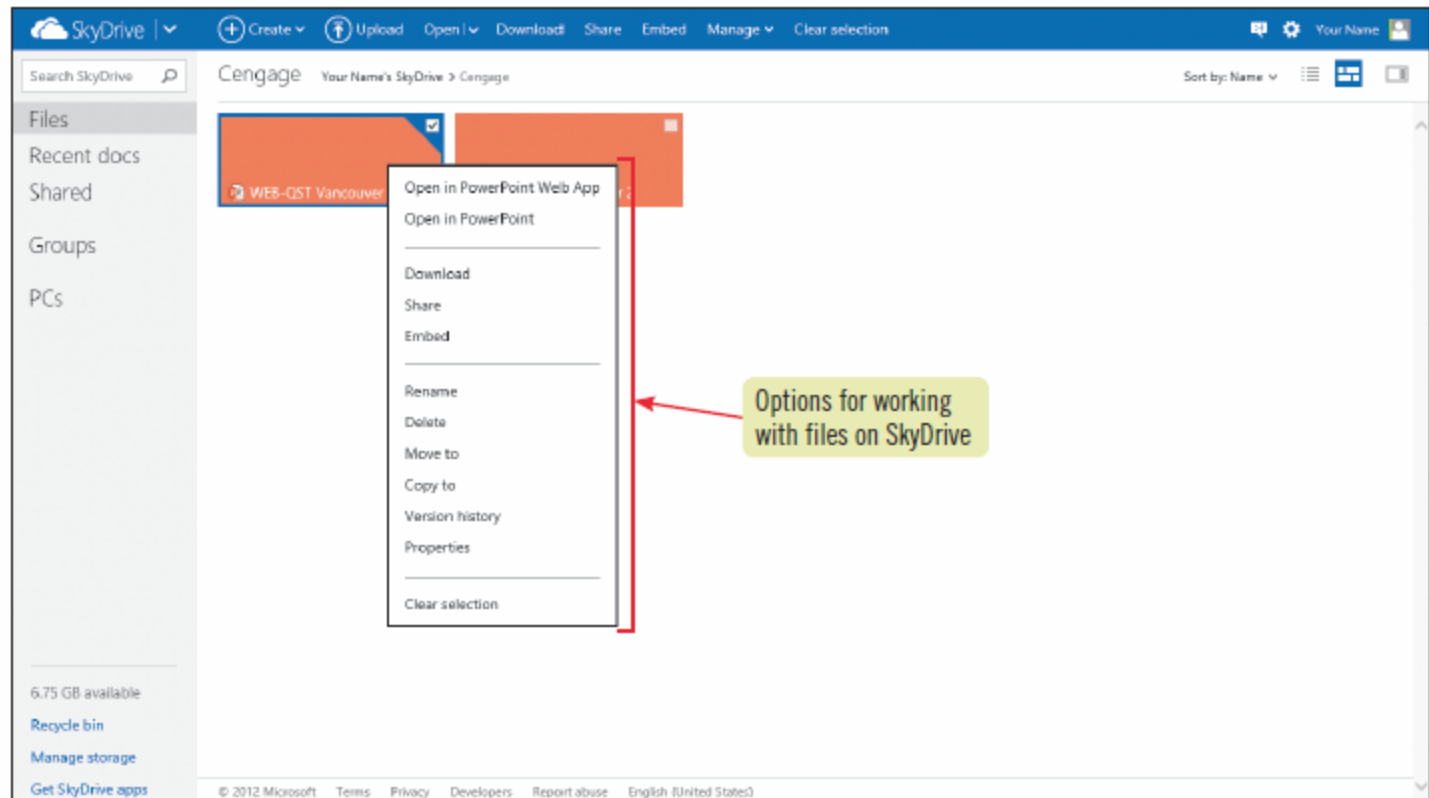


Managing Files on SkyDrive

- You can also download the SkyDrive app to your tablet or other mobile device so you can access files wherever you have an Internet connection
- When you access SkyDrive from Internet Explorer, you can do more file management tasks, including renaming and moving files

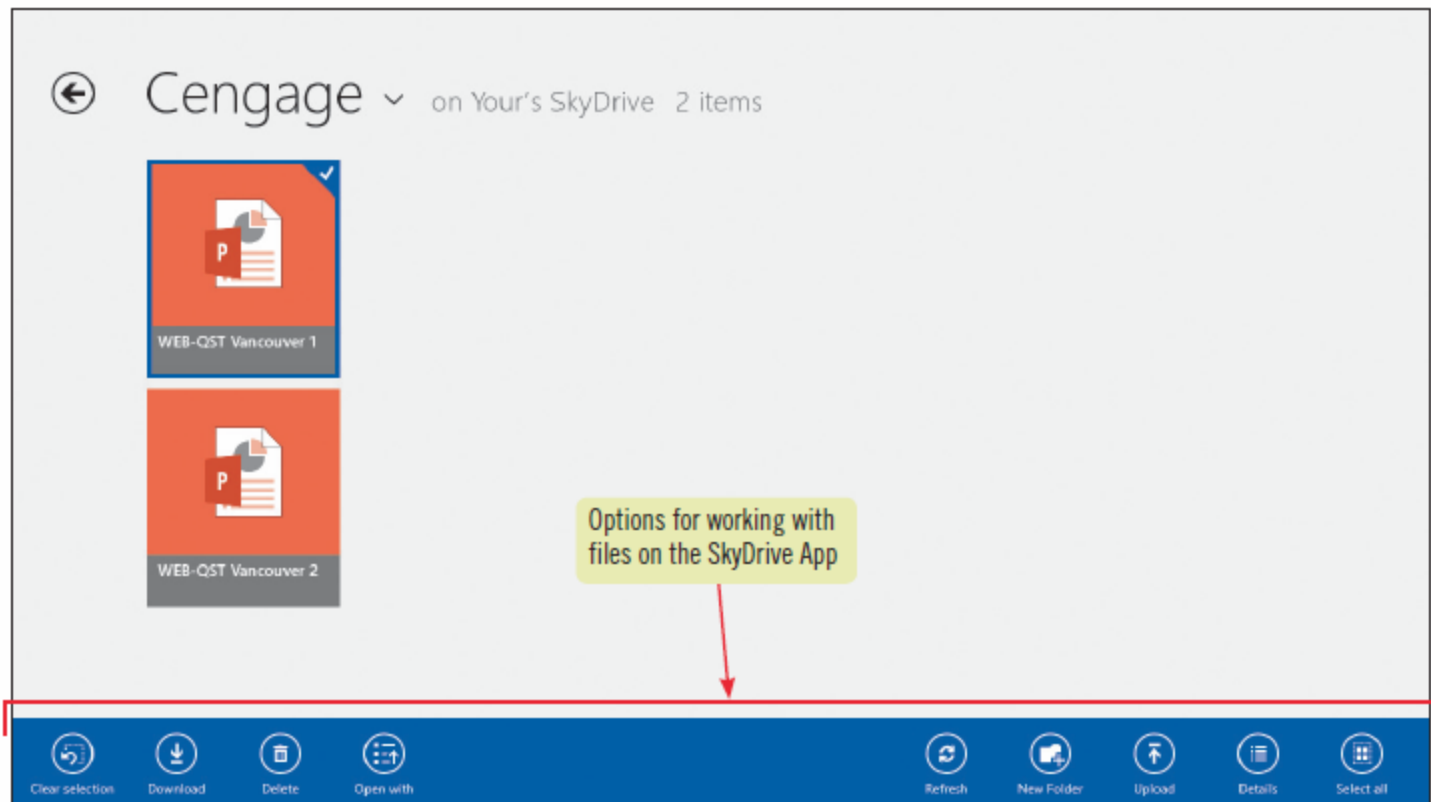
Managing Files on SkyDrive

FIGURE WEB-8: File management options on SkyDrive



Managing Files on SkyDrive

FIGURE WEB-9: File management options on SkyDrive App





Sharing Files

- **One of the great advantages of working with SkyDrive is that you can share your files with others**
- **When you share files using SkyDrive, you only have to work with one version of the file**

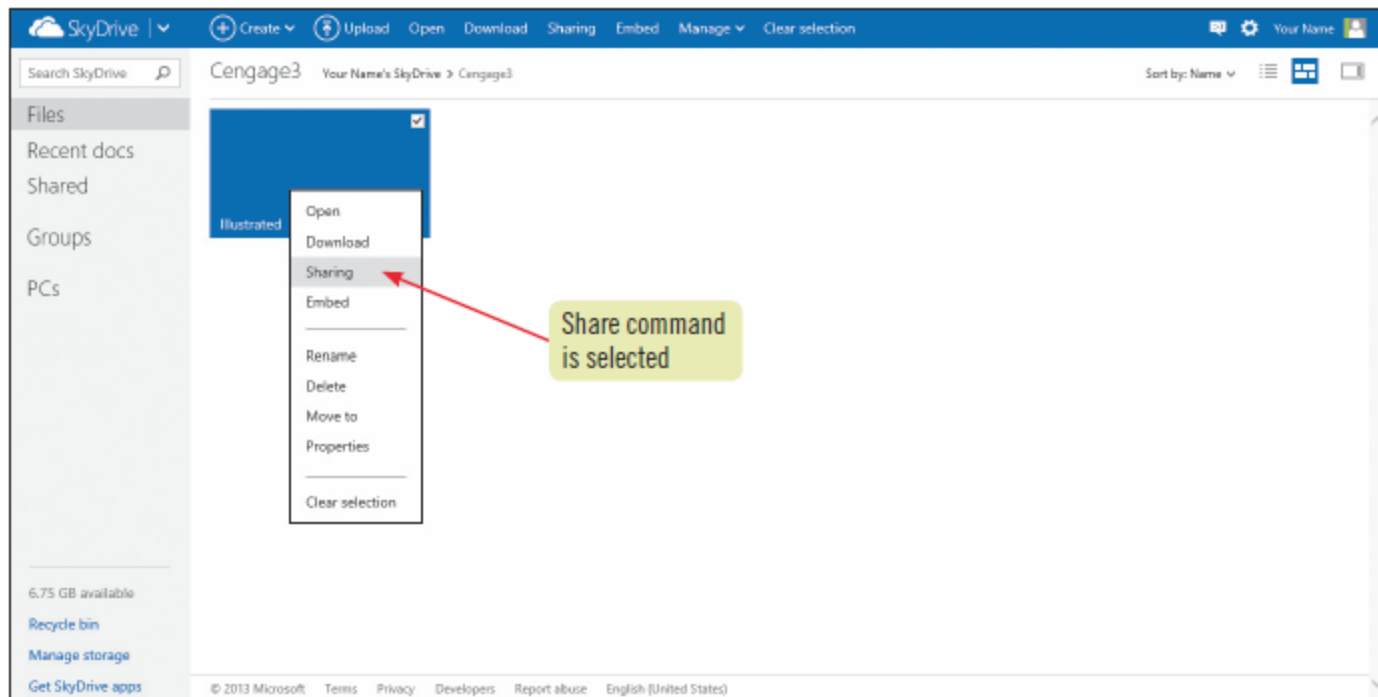


Co-authoring Documents

- **You can work with a document, presentation, or workbook simultaneously with a partner**
 - **Save the file to SkyDrive**
 - **Click the FILE tab, click Share, then click Invite People**
 - **Enter the email addresses of the people you want to work with the file**
 - **Click Share**

Sharing Files

FIGURE WEB-10: Sharing a file from SkyDrive






Sharing Files

FIGURE WEB-11: Sharing a file with another person

The screenshot shows a 'Share' dialog box with a sidebar on the left and a main content area on the right. The sidebar contains three options: 'Send email' (highlighted), 'Post to' (with Facebook, Twitter, and LinkedIn icons), and 'Get a link'. At the bottom of the sidebar is a link that says 'Help me choose how to share'. The main content area has a title 'Send a link to "WEB-QST Vancouver 2.pptx" in email'. Below the title is a 'To' field containing the email address 'PartnerName@partneremail.com' with a small 'x' icon to its right. Below the 'To' field is a text area containing the text 'Here's the presentation we're working on together,'. At the bottom of the main content area are two checkboxes: 'Recipients can edit' (checked) and 'Require everyone who accesses this to sign in' (unchecked). At the bottom right of the dialog are two buttons: 'Share' (blue) and 'Cancel' (gray).

Send email


Post to   

Get a link

Help me choose how to share

Send a link to "WEB-QST Vancouver 2.pptx" in email

To

PartnerName@partneremail.com 

Here's the presentation we're working on together,

☒ Recipients can edit

☐ Require everyone who accesses this to sign in

Share Cancel

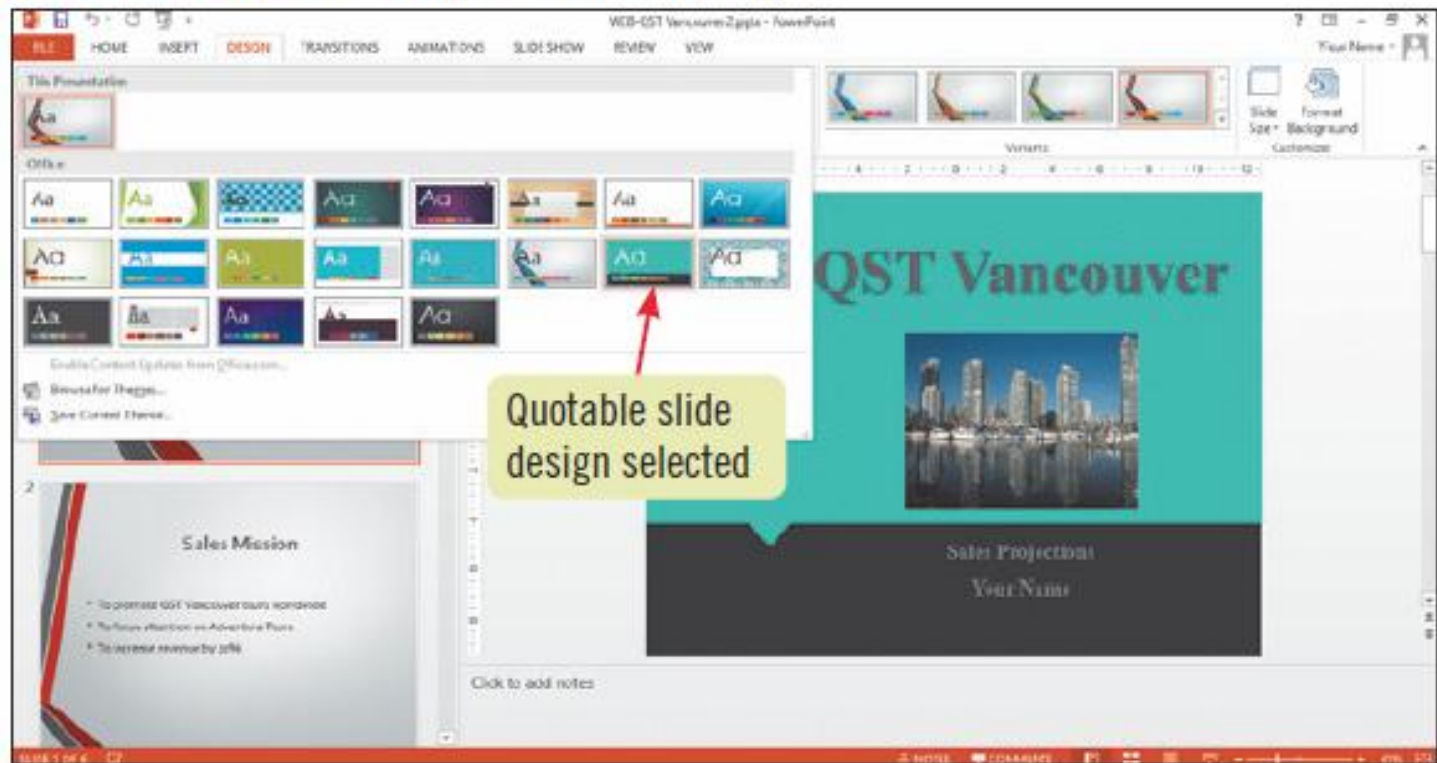


Exploring Office Web Apps

- **A Web App is a scaled-down version of an Office program**
- **Office Web Apps include Word, Excel, PowerPoint, and OneNote**
- **You can use Office Web Apps to create and edit documents, even if you don't have Office 2013**

Exploring Office Web Apps

FIGURE WEB-12: Selecting the Quotable design



Exploring Office Web Apps

TABLE WEB-1: Commands on the PowerPoint Web App

tab	category/group	options
FILE	Info	<ul style="list-style-type: none"> • Open in PowerPoint (also available on the toolbar above the document window) • Previous Versions
	Save As	<ul style="list-style-type: none"> • Where's the Save Button?: In PowerPoint Web App, the presentation is being saved automatically so there is no Save button • Download: use to download a copy of the presentation to your computer
	Print	<ul style="list-style-type: none"> • Create a printable PDF of the presentation that you can then open and print
	Share	<ul style="list-style-type: none"> • Share with people - you can invite others to view and edit your presentation • Embed - include the presentation in a blog on Web site
	About	<ul style="list-style-type: none"> • Try Microsoft Office, Terms of Use, and Privacy and Cookies
	Help	<ul style="list-style-type: none"> • Help with PowerPoint questions, Give Feedback to Microsoft, and modify how you can view the presentation (for example, text only)
	Exit	<ul style="list-style-type: none"> • Close the presentation and exit to view SkyDrive folders
HOME	Clipboard	<ul style="list-style-type: none"> • Cut, Copy, Paste, Format Painter
	Delete	<ul style="list-style-type: none"> • Delete a slide
	Slides	<ul style="list-style-type: none"> • Add a new slide, duplicate a slide, hide a slide
	Font	<ul style="list-style-type: none"> • Change the font, size, style, and color of selected text
	Paragraph	<ul style="list-style-type: none"> • Add bullets and numbering, indent text, align text, and change text direction
	Drawing	<ul style="list-style-type: none"> • Add text boxes and shapes, arrange them on the slide, apply Quick Styles, modify shape fill and outline, and duplicate a shape
INSERT	Slides	<ul style="list-style-type: none"> • Add new slides with selected layout
	Images	<ul style="list-style-type: none"> • Add pictures from your computer, online pictures, or screen shots
	Illustrations	<ul style="list-style-type: none"> • Add shapes, SmartArt, or charts
	Links	<ul style="list-style-type: none"> • Add links or actions to objects
	Text	<ul style="list-style-type: none"> • Add comments, text boxes, headers and footers, and other text elements
	Comments	<ul style="list-style-type: none"> • Add comments
DESIGN	Themes	<ul style="list-style-type: none"> • Apply a limited number of themes to a presentation and apply variants to a selected theme • Apply variants to a selected theme
	Animation	<ul style="list-style-type: none"> • Apply a limited number of animation effects to a slide element and modify existing timings
TRANSITIONS	Transitions to This Slide	<ul style="list-style-type: none"> • Apply a limited number of transition effects to slides and chose to apply the effect to all slides
VIEW	Presentation Views	<ul style="list-style-type: none"> • You can view the slide in Editing View, Reading View, Slide Show View, and Notes View and you can show any comments made by users who worked on PowerPoint using the full version