

# *Guidance for Mature PGRs*

Microsoft Help



# *Free Microsoft Office 365 for all students*

Students at the University of Exeter are able to download the Microsoft Office Suite free for PC and Mac OS X to up to 5 personal devices. It will be available for the duration of your University studies

This includes the latest versions of Microsoft Word, Excel, Powerpoint, OneNote, Access, Publisher, Outlook, One Drive for Business and Skype for Business.



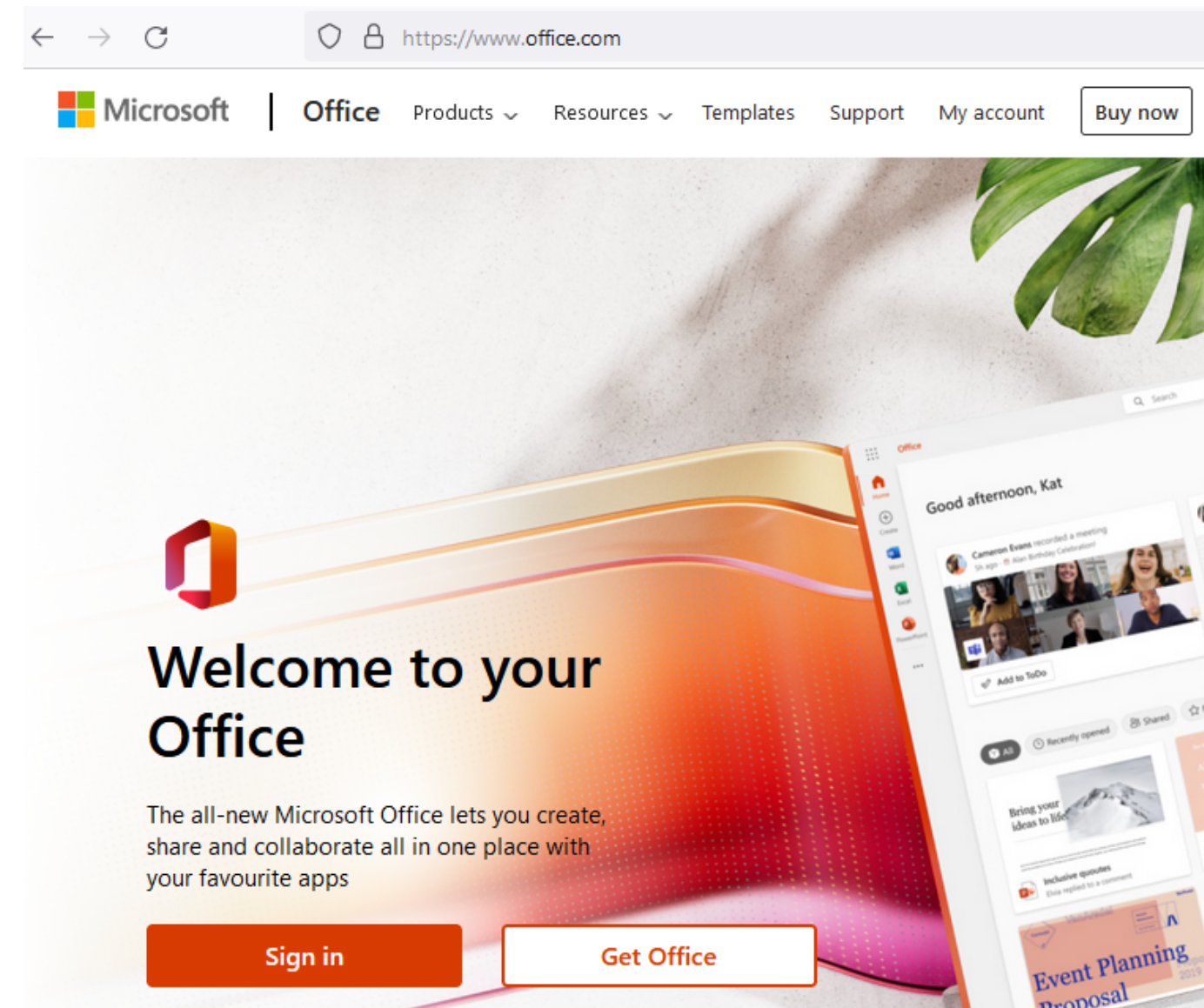
# How to download Microsoft Office 365

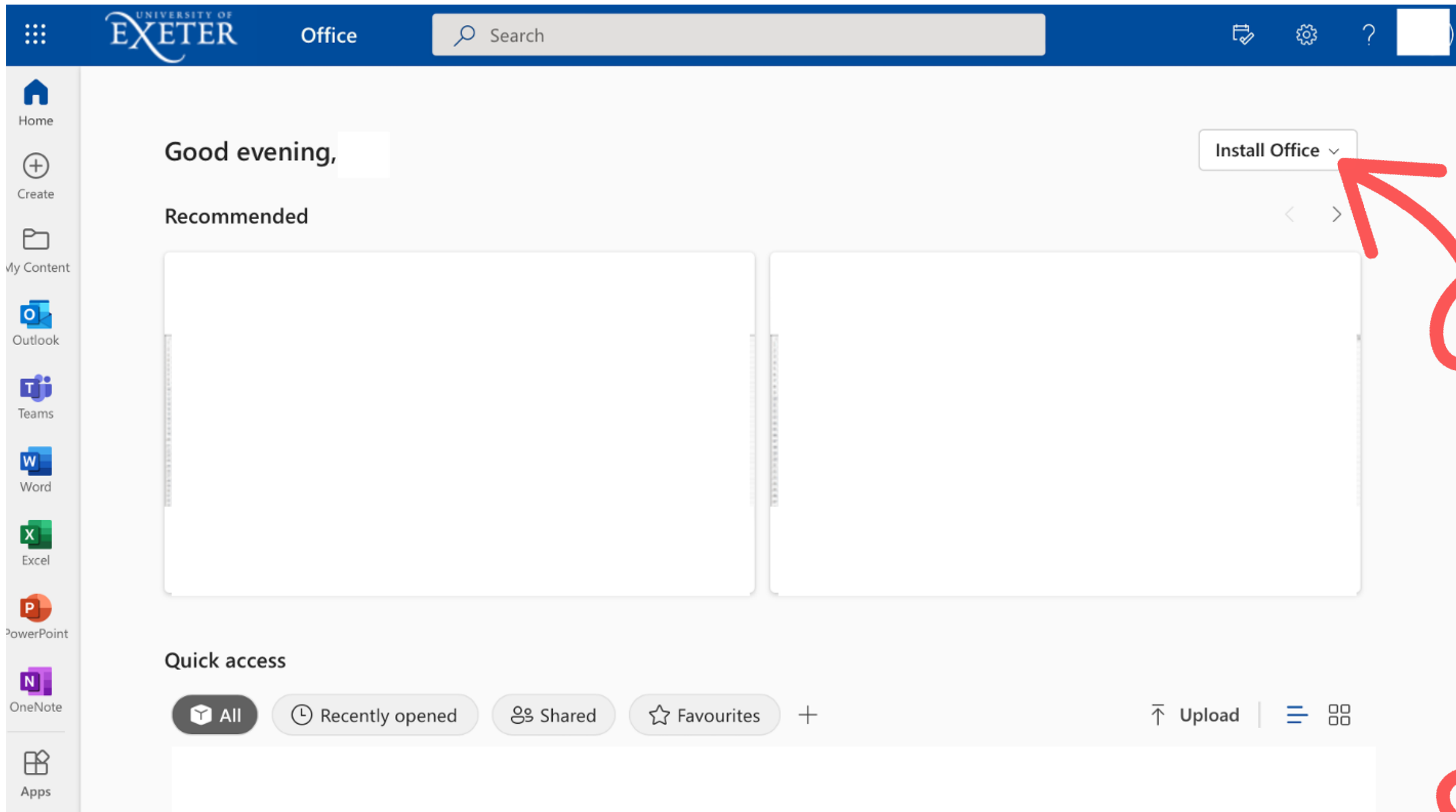


# *How to install Microsoft Office on your PC or Mac*

To install Office please go to  
<https://www.office.com/>

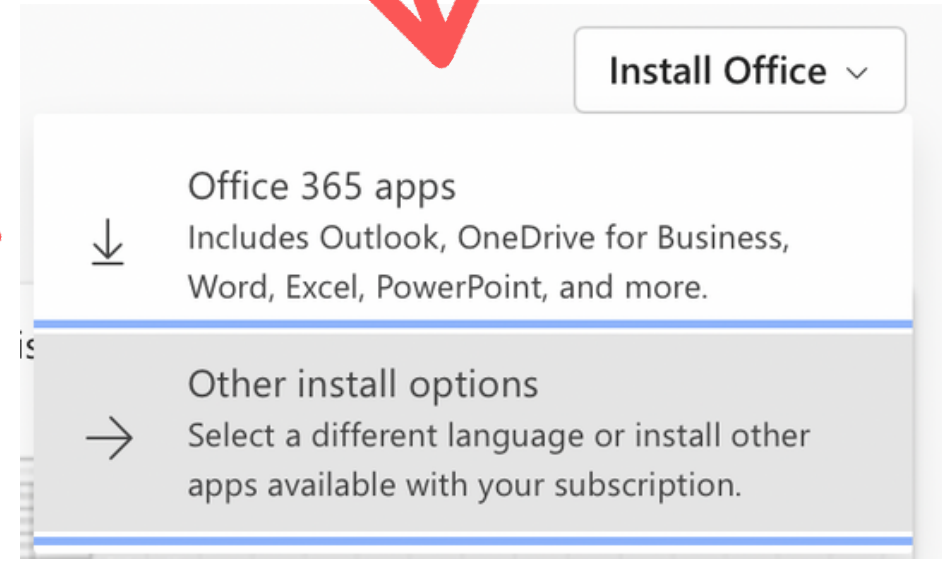
You will need to sign in to Office 365 with your University of Exeter email address and password.





Once signed in, you will see this screen.

Click Install Office to get the drop down boxes below



Choose this option

# *How to install Microsoft Office on your PC or Mac*

When you click install the Office setup file be downloaded and depending on your browser you will be asked to choose a location to save the file to.

Once you have downloaded the setup file, browse to where you have saved it and open it to commence the install.

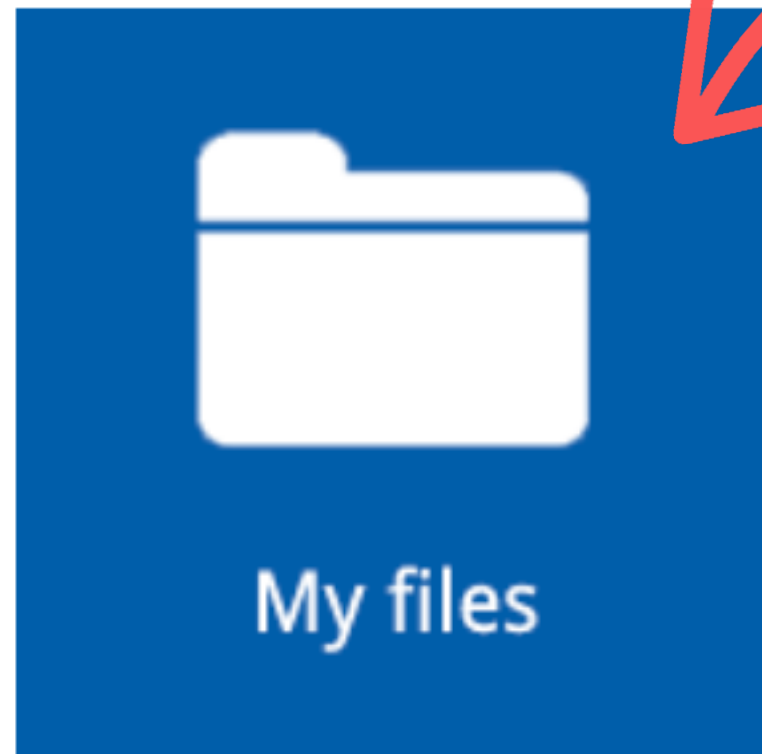
Installation may take several minutes and you should stay connected to the Internet until installation has finished.

# Alternative method to download Microsoft Office 365

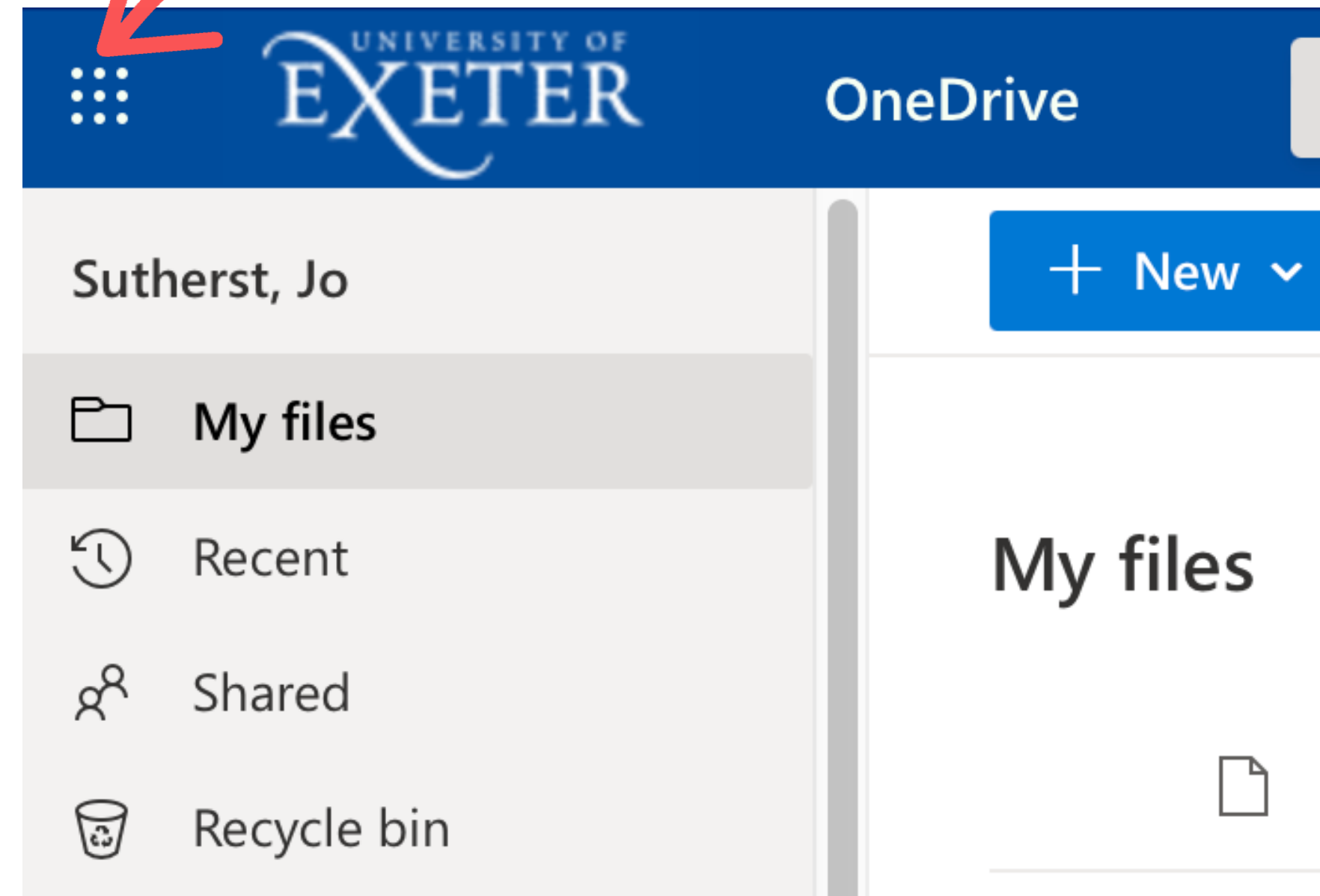


Logon to iExeter

In iExeter select



Then click on the 9 dots in  
the top left hand corner





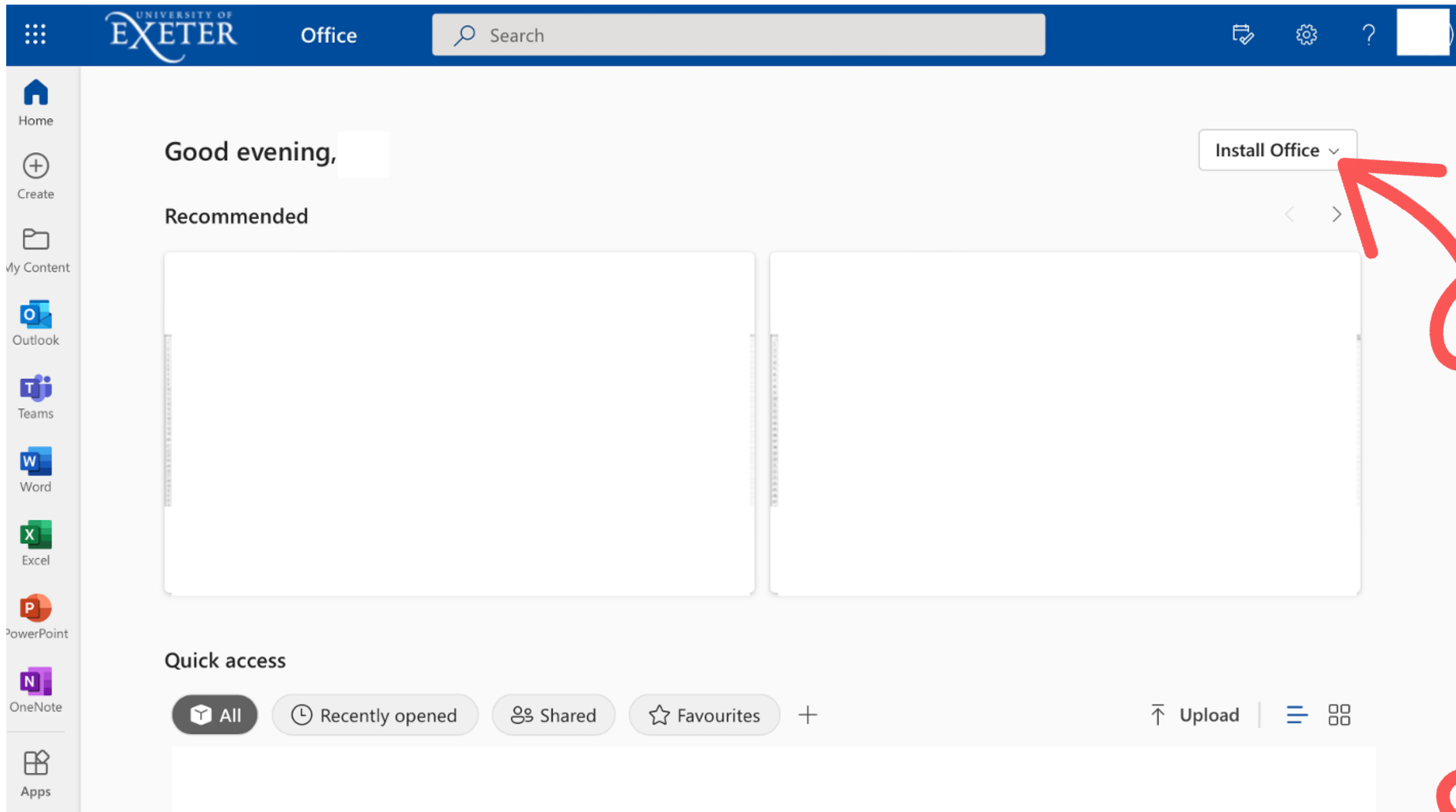
Quick links to apps



The screenshot shows the Office application interface. At the top left is a grid icon. To its right is the text "Office" with a right-pointing arrow. Below this is the heading "Apps". A list of application icons and names is displayed in two columns: Outlook, Word, PowerPoint, SharePoint, Sway, and Bookings in the left column; OneDrive, Excel, OneNote, Teams, and Forms in the right column. A vertical grey bar is positioned to the right of the app list. A red arrow points from the "Office" text to this bar.

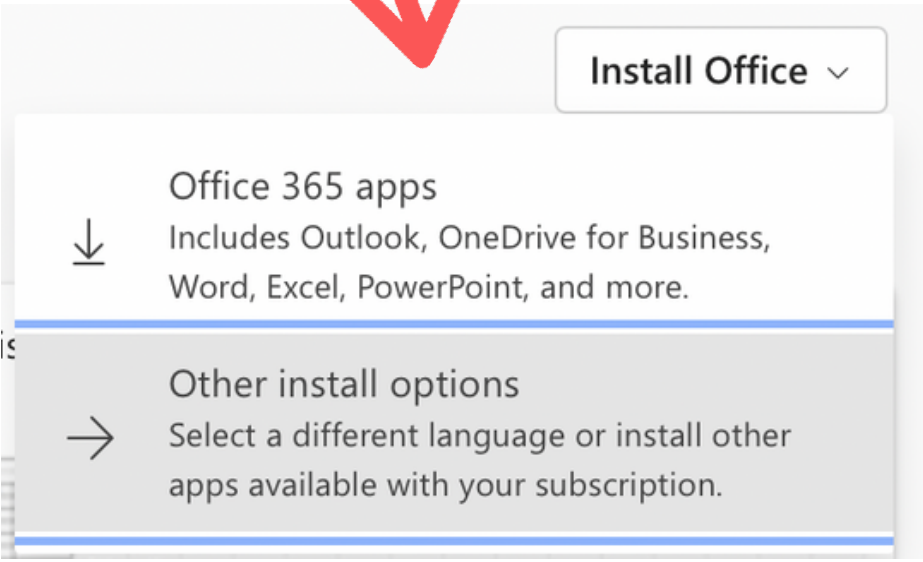


Then click on Office



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Choose this option

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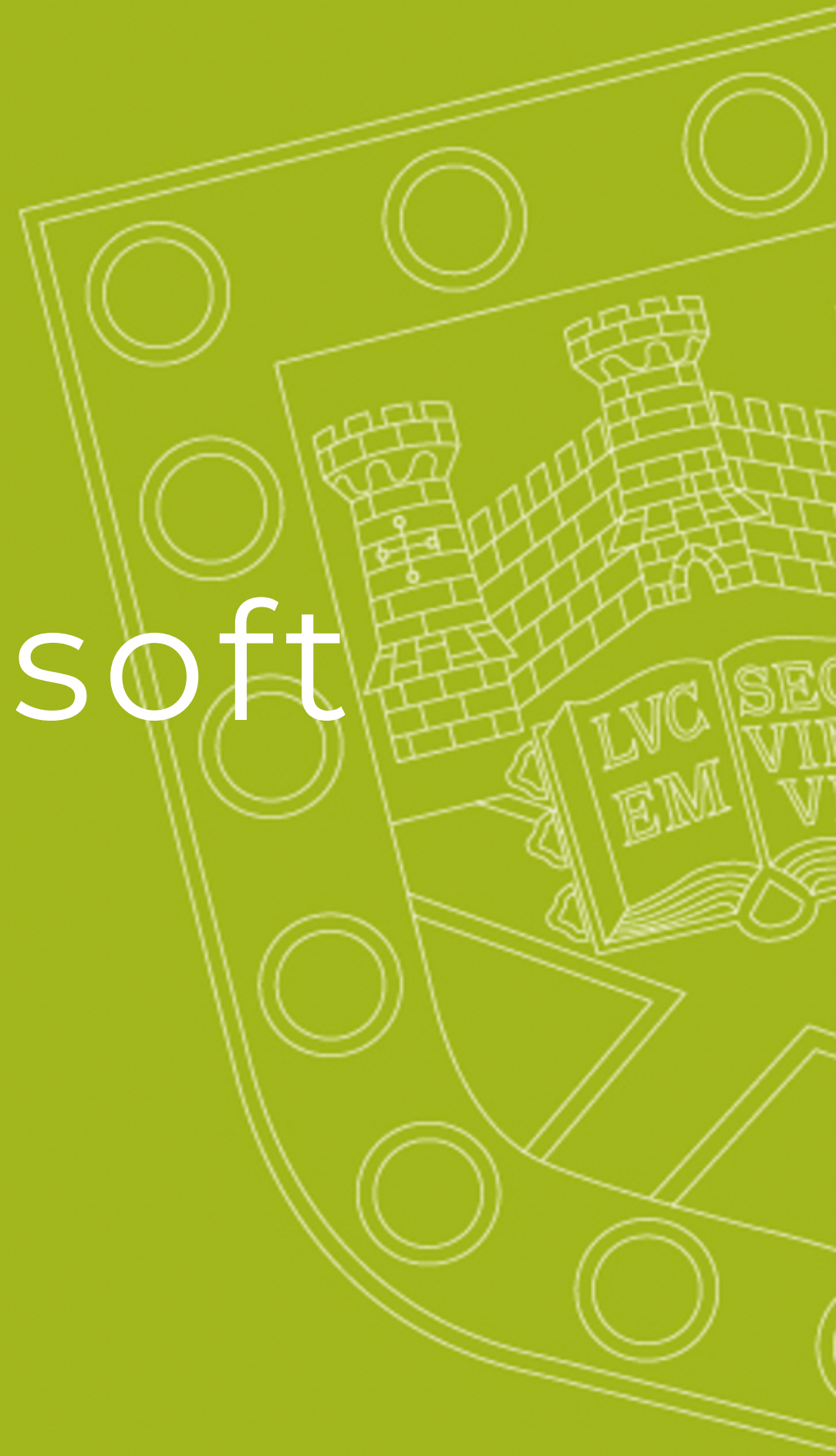
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# Training for Microsoft Office 365



email, calendar and tasks →



Outlook



OneDrive

← Cloud based storage for files

Word processing software →



Word



Excel

← Spreadsheet software

Create presentations →



PowerPoint



OneNote

← Notebooks - can be collaborative

Cloud based knowledge sharing →



SharePoint



Teams

← Used for meetings

Create high-quality, interactive digital stories. →



Sway



Forms

← Create surveys and questionnaires etc

Can be used for booking meetings, interviews etc →



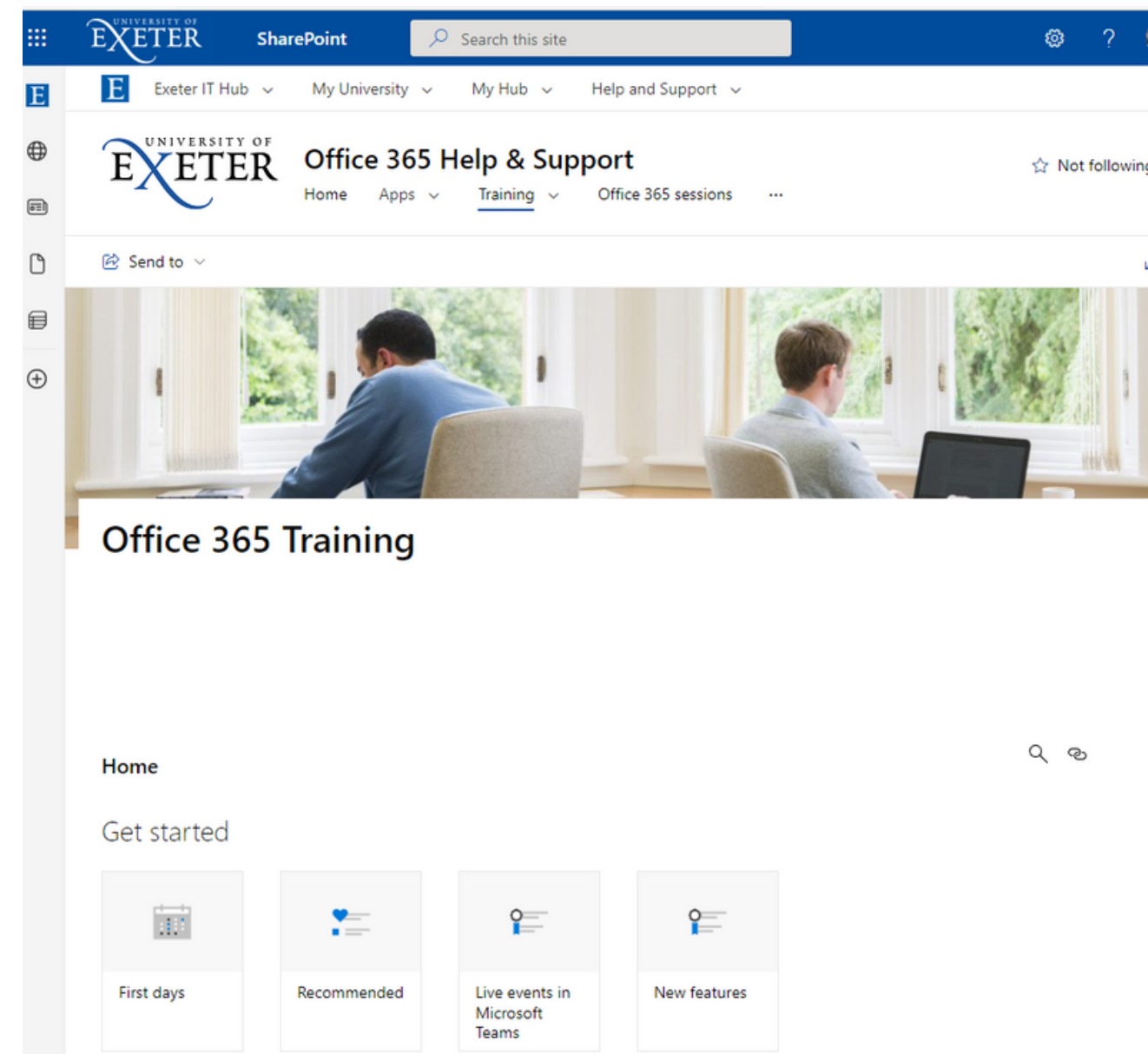
Bookings

# Office 365 Help and Support

The university has put together some really helpful resources to help you learn how to use the software in Office 365.

There are also a range of training sessions you can attend.

[365 Help](#)

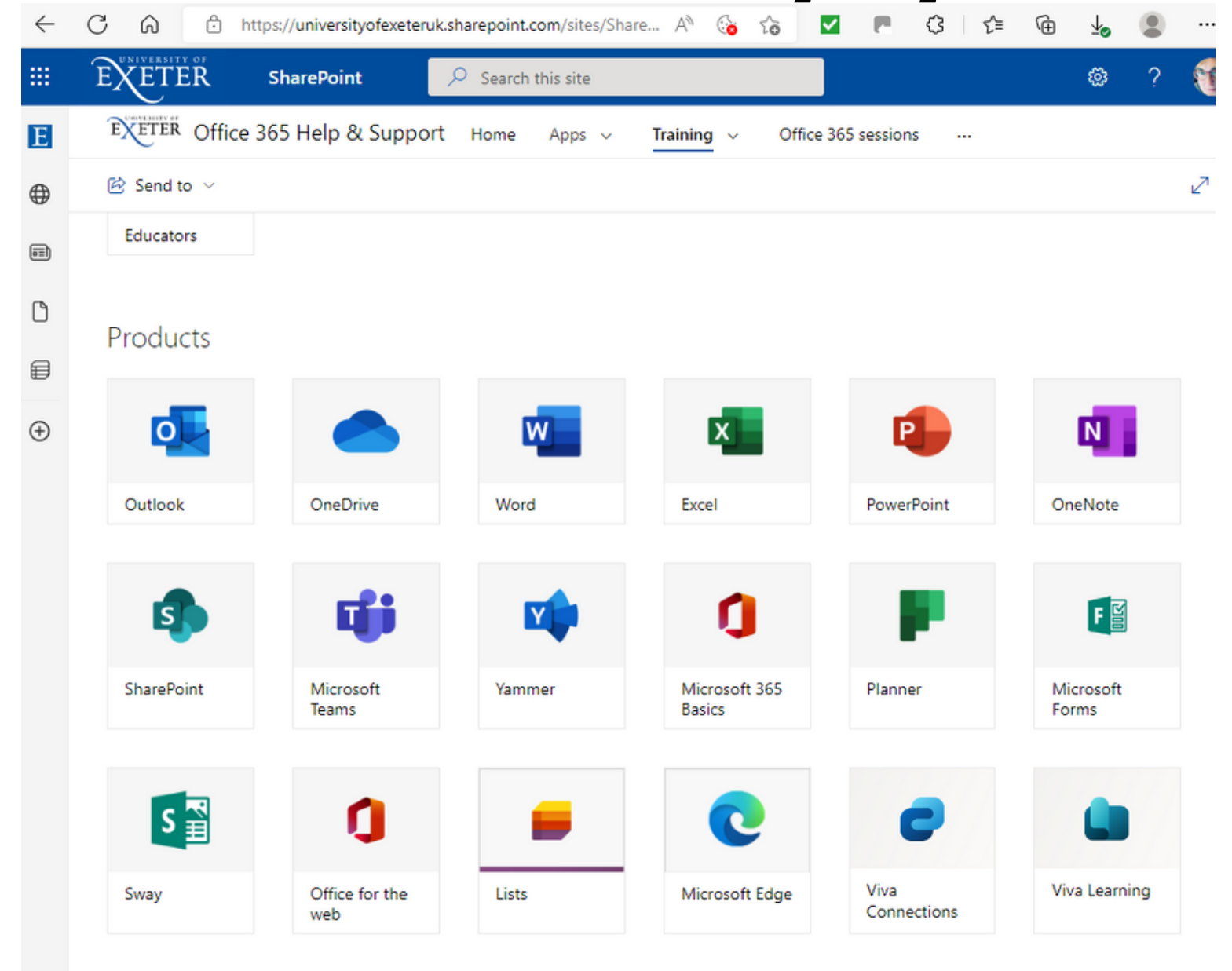


<https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/Training.aspx>

# Programme Help and Support

Scroll down the help page and select the individual programmes you want help with.

[365 Help](#)



<https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/Training.aspx>

Examples of the help available.

[365 Help](#)

https://outlook.office365.com/owa/calendar/Dropinsession%...

## Digital Readiness Sessions

Select service

Cyber Security Essentials Including MFA 30 minutes	Q&A - Office 365, Outlook, Forms, Str... 15 minutes
OneDrive - Intro or Q&A 20 minutes	SharePoint - Introduction 1 hour
SharePoint - Metadata & Library Mana... 30 minutes	Q&A - SharePoint 15 minutes
Windows 10 - Introduction 30 minutes	Microsoft Teams or Zoom 20 minutes
Teams Live and Teams Webinar 40 minutes	LinkedIn Learning 20 minutes
Windows Virtual Desktop - Q & A 15 minutes	Microsoft Bookings 30 minutes
Q&A - Power Automate and Power Ap... 25 minutes	

UNIVERSITY OF EXETER Office 365 Help & Support

Home Apps Training Office 365 sessions

Send to

<p><b>Intro to Word</b> With this intro to Word, see how to create a document and use word to review and track changes, improve your spelling, grammar, and writing with Editor, save</p> <p>End User</p>	<p><b>Share and coauthor with Word</b> Learn how to share and coauthor in Word. Share a document, collaborate with others on your Word documents, insert or delete a comment, track changes, review and</p> <p>End User</p>
<p><b>Write and edit</b> Do your best writing in Microsoft Word. Learn how to add and edit text, find and replace text, check grammar and spelling, show word count, and insert and remo</p> <p>End User</p>	<p><b>Use Word for school</b> Write an equation or formula in Word, indent a paragraph, insert lines, create a bibliography, and insert footnotes and endnotes</p> <p>End User</p>
<p><b>Lay out pages</b> There are several useful options to lay out pages with Word. Learn how to change margins, create newsletter columns, change page orientation, add a border</p> <p>End User</p>	<p><b>Improve accessibility and ease of use with Word</b> Learn how to improve accessibility and ease of use in Word. Use a screen reader, use Learning Tools to help with reading fluency and comprehension, use Acces</p> <p>End User</p>
<p><b>Insert tables, pictures, and watermarks</b> Learn how to insert tables, pictures, and watermarks in Word. Create a table, add a picture, insert an icon and WordArt, show or hide the ruler, rotate a picture or sh</p> <p>End User</p>	<p><b>Format text</b> Learn how to format text in Word. Change the font, font size, font color, copy formatting with Format Painter, create a bulleted or numbered list, change the li</p> <p>End User</p>

<https://universityofexeteruk.sharepoint.com/sites/SharePoint/SitePages/Training.aspx>



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