Office Online Documents

Office Online allows you to create several types of documents, including:

- **Word:** Use Word Online to create text documents. Word Online doesn't include several tools that let you edit and format your documents including track changes, SmartArt, and Mail Merge.
- **Excel:** Excel Online allows you to use worksheets, to store and analyze data in organized workbooks. You won't be able to customize tables, create PivotTables, perform advanced data analysis, or customize the page layout.
- **PowerPoint:** Use PowerPoint Online to create slideshow presentations that include text, images, and SmartArt graphics. Unfortunately, you cannot use the Slide Master.
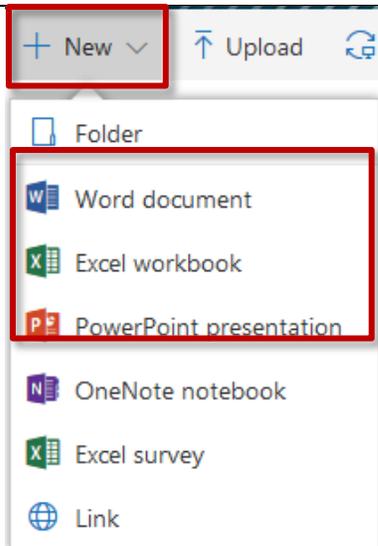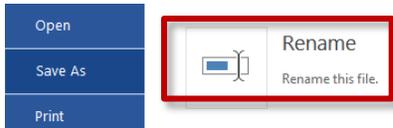
Create an Office Online document

1. Go to **www.uiw.edu** and click **Mail**
2. Enter your **password**
3. Click **Sign in**

4. Click the **Office 365 link** or the **waffle,** both located in the upper-right corner

5. The OneDrive opens. Click **New** and choose *Word, Excel, PowerPoint* or one of the other applications
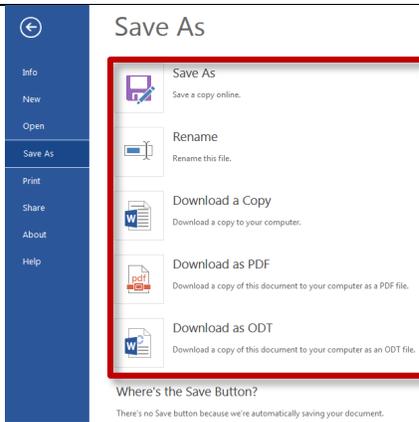6. The document opens

7. *As soon as the document opens*, click **File** and **Save As**
8. Click **Rename**

In Office Online, there is not a save option. The document saving process is automatic and continuous, and the documents are saved to OneDrive.
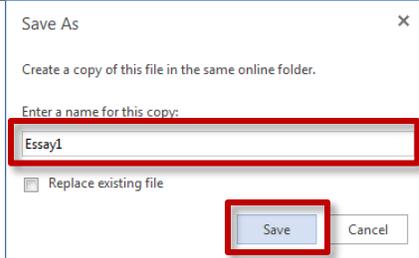
9. Enter a *name for the document* in the space provided (the default document name is WordDocument#)
10. Check **Save**

11. There are several *Save As* options:
    - Save As: Saves and renames the document
    - Rename: Saves and renames the document
    - Download a Copy: Saves a copy of the document to your computer
    - Download as PDF: Saves the document to the computer in PDF format
    - Download as ODT: Saves the document to the computer in Open Document Text (.odt) file format used by some word processing applications, like *OpenOffice.org Writer* and *Google Docs*

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