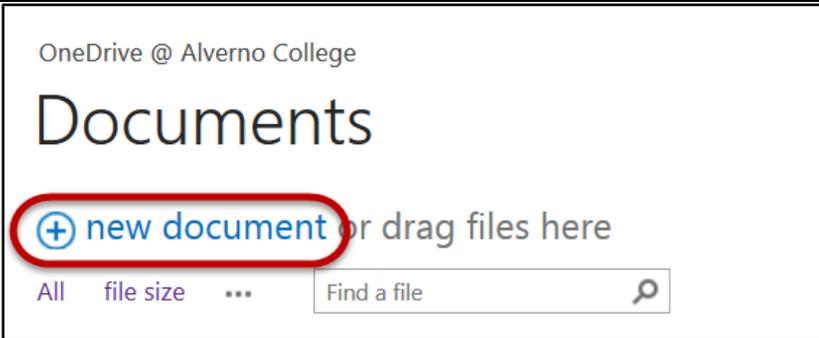
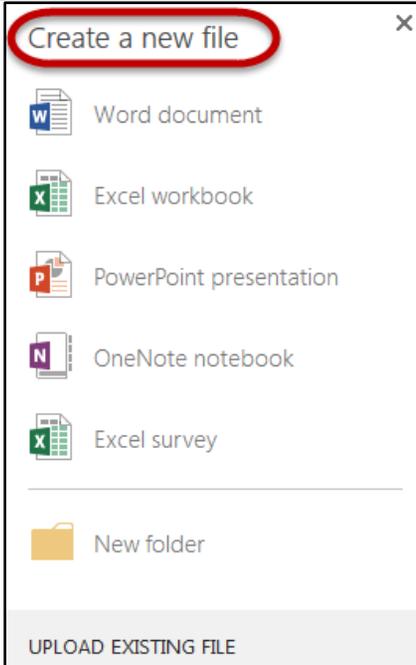
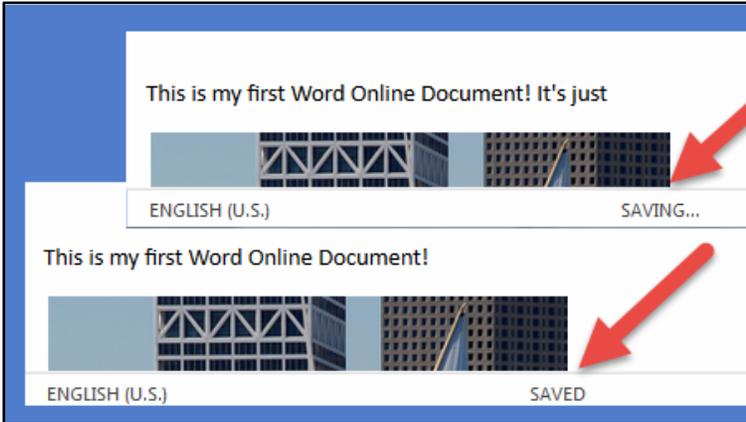


Creating a New Document in OneDrive

Task	Screen Shot
<ol style="list-style-type: none"> 1. Open the Firefox browser and log on to Office 365 by opening a browser and typing in https://login.microsoftonline.com. 2. Login using your Alverno username@alverno.edu OneDrive requires a second login. 	
<ol style="list-style-type: none"> 3. Select OneDrive. 	

Task	Screen Shot
<p>4. Select New Document in the Documents area of OneDrive.</p>	 <p>OneDrive @ Alverno College</p> <h1>Documents</h1> <p>+ new document or drag files here</p> <p>All file size ... Find a file</p>
<p>5. Under "Create a New File", select from Word, Excel, PowerPoint, OneNote or Excel Survey. Note: this is the area of OneDrive where you can also create a new folder or upload an existing file.</p>	 <p>Create a new file</p> <ul style="list-style-type: none">Word documentExcel workbookPowerPoint presentationOneNote notebookExcel surveyNew folder <p>UPLOAD EXISTING FILE</p>

Task	Screen Shot
<p>6. You will be asked to give your new document a name</p>	
<p>7. For our example we have created a Word Online document. Note the name is visible in the top center of the application and the document is ready to edit online.</p> <p>8. Word Online opens with toolbars minimized. To see formatting controls, click on the Home button</p>	
<p>9. Clicking on the Home tab brings up editing tools. The rest of the tabs operate in the same way with toolbars that retract when not in use.</p> <p>10. To “Pin” the toolbars to the interface (make them show), click the pushpin icon in the lower right corner of the toolbar. To collapse the toolbar once it is pinned, click the \wedge symbol in the lower right corner of the toolbar</p>	

Task	Screen Shot
<p>11. Office Online applications automatically save as you edit. At the bottom of the document is an indicator that either says SAVED or SAVING... there is no save command under the file menu.</p>	
<p>12. Office Online documents can be authored completely online or you can open them with the desktop version of Microsoft Office 2010 or later.</p> <p>13. From the file menu, select Open in Word. You will be asked to log on and select a desktop Office Application.</p> <p>14. To close an Office Online document, select Exit from the file menu.</p>	