

more than just a book



videotutorials



web



audiosidebars

# USING

the microsoft® office  
web apps

paul mcfedries  
que®

# Using the Microsoft® Office Web Apps

Copyright © 2010 by Pearson Education, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-4486-9

ISBN-10: 0-7897-4486-4

Library of Congress Cataloging-in-Publication Data

McFedries, Paul.

Using the Microsoft® Office Web Apps / Paul McFedries.

p. cm.

Includes index.

ISBN-13: 978-0-7897-4486-9

ISBN-10: 0-7897-4486-4

1. Microsoft Office. 2. Business—Computer programs. 3. Application software. I. Title. II.

Title: Using the Microsoft Office Web Apps.

HF5548.4.M525M3945 2010

005.5—dc22

2010016909

Printed in the United States of America

First Printing: June 2010

## Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

## Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book or from the use of the programs accompanying it.

## Bulk Sales

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

U.S. Corporate and Government Sales

1-800-382-3419

corpsales@pearsontechgroup.com

For sales outside of the U.S., please contact

International Sales

international@pearson.com

## Associate Publisher

Greg Wiegand

## Acquisitions Editor

Loretta Yates

## Development Editor

Kevin Howard

## Managing Editor

Kristy Hart

## Project Editor

Betsy Harris

## Copy Editor

Kitty Wilson

## Senior Indexer

Cheryl Lenser

## Proofreader

Kathy Ruiz

## Technical Editor

Todd Meister

## Publishing Coordinator

Cindy Teeters

## Interior Designer

Anne Jones

## Cover Designer

Anna Stingley

## Compositor

Nonie Ratcliff

# Introduction

The history of personal computing is to a large extent a story of increasing mobility, both of hardware and of data. With the original personal computers, the “personal” part referred not only to the idea of a computer that belonged to and could be used by a single person but also to the fact that, unlike its mainframe and mini-computer predecessors, the PC could be relatively easily moved from one room to another, as needed. Truly portable PCs arrived just a few years later, and the past quarter century has seen PCs shrink to ultra-lightweight netbooks and to what will perhaps be the PC form factor’s smallest incarnation, the smartphone.

Netbooks and smartphones are amazing inventions, but what they offer in terms of mobility they sometimes lack in storage. You may be able to pack *some* of your data into these machines, but it’s unlikely you’ll be able to pack *all* of it. And even the data you can take may not be all that usable if you can’t work with or even view, say, a Word document or an Excel workbook while on the road. In other words, the mobility of our devices is currently well ahead of the portability of our data.

Microsoft’s proposed remedy for this disconnect is a new suite of applications called the Office Web Apps. These are scaled-down versions of Word, Excel, PowerPoint, and OneNote that run on a web server and so exist in the “cloud” instead of on a local PC. This means that a Word document, an Excel workbook, a PowerPoint presentation, or a OneNote notebook that resides on the server can be accessed from anywhere in the world that has an Internet connection. The Office Web Apps work in a wide variety of browsers (not just Internet Explorer) and are compatible with most operating systems (not just Windows).

Internet users access the Office Web Apps using their Windows Live ID, and they can store their Office documents in their Windows Live SkyDrive online storage area. Network users access the Office Web Apps by using a server that’s running SharePoint Server 2010 with the Web Apps installed, and they can store their Office documents in their SharePoint libraries.

The Office Web Apps enable users to view Office documents online, and they even come with a scaled-down set of features that enable users to edit the documents. The Office Web Apps also enable multiple users to collaborate on a document.

## How This Book Is Organized

This book introduces you to the Office Web Apps and shows you how to get the most out of them. The book tells you what to expect from the Office Web Apps and what the program limitations are, and it talks about best practices for using the Web Apps. *Using the Microsoft Office Web Apps* teaches you how to use SkyDrive and SharePoint, how to use these systems to collaborate on documents, and how to use the features that come with each Office Web App. *Using the Microsoft Office Web Apps* offers you the following:

- It shows you benefits and limitations of the Office Web Apps and describes best practices for using the Office Web Apps.
- It gives you enough background on Windows Live SkyDrive and SharePoint 2010 to manage Office documents and use the Office Web Apps.
- It focuses on collaboration, using both Windows Live SkyDrive and SharePoint 2010.
- It details all the available features in the Web App versions of Word, Excel, PowerPoint, and OneNote.
- It explains key concepts for novice users.
- It offers real-world examples you can relate to.

---

## Using This Book

This book allows you to customize your own learning experience. The step-by-step instructions in the book give you a solid foundation in using the Microsoft Office Web Apps, while rich and varied online content, including video tutorials and audio sidebars, provide the following:

- Demonstrations of step-by-step tasks covered in the book
- Additional tips or information on a topic
- Practical advice and suggestions
- Direction for more advanced tasks not covered in the book

Here's a quick look at a few structural features designed to help you get the most out of this book.

- **Notes:** Notes provide additional commentary or explanation that doesn't fit neatly into the surrounding text. Notes give detailed explanations of how something works, alternative ways of performing a task, and other tidbits to get you on your way.
- **Cross-references:** Many topics are connected to other topics in various ways. Cross-references help you link related information together, no matter where that information appears in the book. When another section is related to one you are reading, a cross-reference directs you to a specific section in the book where you can find the related information.



**LET ME TRY IT** tasks are presented in a step-by-step sequence so you can easily follow along.



**SHOW ME** video walks through tasks you've just got to see—including bonus advanced techniques.



**TELL ME MORE** audio delivers practical insights straight from the experts.

---

## Special Features

More than just a book, your USING product integrates step-by-step video tutorials and valuable audio sidebars delivered through the **Free Web Edition** that comes with every USING book. For the price of the book, you get online access anywhere with a web connection—no books to carry, content is updated as the technology changes, and the benefit of video and audio learning.

---

## About the USING Web Edition

The Web Edition of every USING book is powered by **Safari Books Online**, allowing you to access the video tutorials and valuable audio sidebars. Plus, you can search the contents of the book, highlight text and attach a note to that text, print your notes and highlights in a custom summary, and cut and paste directly from Safari Books Online.

To register this product and gain access to the Free Web Edition and the audio and video files, go to [quepublishing.com/using](http://quepublishing.com/using).

This chapter gives you your first look at the Office Web Apps by comparing them to the desktop counterparts and showing you how to access the Office Web Apps.

# 1

## Introducing the Office Web Apps

Although you're no doubt used to working with programs and data on your computer or perhaps on your network, we're at the start of a new era where we'll all be working with programs and data over the Internet. Microsoft is helping to usher in this new era by creating some of the "plumbing" that enables software, services, and data to reside happily and safely on the Internet. The collection of servers, programs, services, and data storage that makes all this happen is often called the *cloud* and working "out there" instead of "in here" is often called *cloud computing*.

That kind of thing makes networking geeks giddy, but for the rest of us, the Microsoft cloud venture that matters most is the shift of the Microsoft Office platform from the desktop to the web. Microsoft Office is the dominant desktop application suite, although with a market share of more than 80%, the word *dominant* doesn't do it justice. The vast majority of us create, view, and edit Word documents, Excel spreadsheets, and PowerPoint presentations. However, in an increasingly mobile and connected world, Office users keep bumping their heads on a few increasingly frustrating problems:

- Working on documents is fine in the comfort of your home or office, but what if you need to access data while you're out and about, particularly when you've got an Internet connection (such as a wireless hotspot at a coffee shop or an airport)?
- When you're not at your desk, looking up something in a document or workbook is fine if you have a notebook computer with you, but what if you just have a smartphone or PDA?
- The Office programs offer a rich set of tools that enable you to collaborate with users on your network, but what if the person you want to work with can't access your network?



### **TELL ME MORE** Media 1.1—Understanding Cloud Computing

Access this audio recording through your registered Web Edition at [my.safaribooksonline.com/9780131390102/media](http://my.safaribooksonline.com/9780131390102/media).

Microsoft's solution for all these woes is to allow you to shift some or all of your Office data to the cloud. If you have a Windows Live ID, you can store your Office documents in your Windows Live SkyDrive online storage area; if you have access to a server that's running SharePoint Server 2010, you can store your Office documents in a SharePoint document library.

Online storage is useful, to be sure, but Microsoft is upping the ante by also offering an online suite of applications called the Microsoft Office Web Apps. These are scaled-down versions of Word, Excel, PowerPoint, and OneNote that run on a web server, which means they run in the cloud instead of on your local PC. Here's how this helps to solve the problems I mentioned earlier:

- Any Office document that resides on the server can be accessed from anywhere in the world that has an Internet connection.
- The Office Web Apps work in a wide variety of browsers (not just Internet Explorer) and are compatible with most operating systems (not just Windows). This means you can at least view the Office documents using your smartphone, PDA, or any other web-enabled device.
- The Office Web Apps not only enable you to view and edit Office documents online, they also enable multiple users to collaborate on a document, which means you can collaborate with someone outside your network.

---

## Comparing the Web Apps and the Desktop Apps

In the past, when you wanted to work with a Microsoft Office document, you had two main choices: Open the document in its native Office application, which gave you full access to the document and to the application's commands and features, or open the document in a "viewer" application, which only allowed you to read the document. (I'm ignoring here third-party applications such as OpenOffice and WordPerfect Office that can open and edit Office documents.) The Office Web Apps lie between these extremes. That is, they go beyond mere viewers to offer you tools not only for reading Office documents but also for adding and editing data, making formatting changes, and so on. However, the Office Web Apps aren't meant to be a substitute for their desktop cousins, so they come with only a relatively small subset of the features found in the desktop versions. For example, in the Excel Web App, you can apply standard formatting such as fonts, fills, and borders, but you can't apply more sophisticated formatting such as table styles, cell styles, and conditional formats.

To give you some idea of what to expect when you move your Office chores from the desktop to the cloud, the next few sections describe a few general considerations, as well as more specifics about the Office Web Apps and how each one compares to its desktop version.

## Understanding Office Web App File Compatibility

Although I've been using the word *document* generically to this point, it's important to note that the Office Web Apps aren't fully compatible with all flavors of Office documents:

- If you want to *edit* an Office document online, that document must use one of the Office Open XML file formats introduced in Office 2007 (and continued unchanged in Office 2010 for Windows and Office 2008 for Mac).
- If you want to *view* an Office document online, that document must use any of the relatively recent Office file formats (Office 97 and later).

As I write this, you can work with an Excel workbook online only if that workbook uses the default Excel 2007 (and later) file format. That is likely to change as the Excel Web App evolves.

The good news with the Office Web Apps is that whether you edit or view an Office document online, the file is not in any way affected by the experience. That is, the simple act of opening an Office document online doesn't alter anything within the file, such as its structure, formatting, embedded graphics, and so on. Microsoft calls this *roundtripping*, and it means that if you put, say, an Excel workbook on the web, allow other people to work with it, and then upload the file back to your computer, you won't see any difference in the file when you open it in desktop Excel. (Unless, of course, the folks who opened the workbook online made changes to it.) All of this assumes that on the desktop you're using Office 2007, Office 2008, or Office 2010.

## Comparing General Interface Features

When you begin working with any of the Office Web Apps, the first thing you notice is that they feel a lot like their respective desktop versions. For example, Figure 1.1 shows a workbook opened in desktop Excel, and Figure 1.2 shows the same workbook opened in the Excel Web App.

The screenshot shows the desktop version of Microsoft Excel. The title bar reads "Mortgage Amortization Schedule - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The formula bar shows the formula  $=PMT(\$B\$2, \$B\$3, \$B\$4)$ . The spreadsheet contains the following data:

Amortization Year	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal
1	(\$20,592.55)	(\$8,592.55)	(\$12,000.00)	(\$8,592.55)	(\$12,000.00)	\$191,407.45
2	(\$20,592.55)	(\$9,108.11)	(\$11,484.45)	(\$17,700.66)	(\$23,484.45)	\$182,299.34
3	(\$20,592.55)	(\$9,654.59)	(\$10,937.96)	(\$27,355.25)	(\$34,422.41)	\$172,644.75
4	(\$20,592.55)	(\$10,233.87)	(\$10,358.68)	(\$37,589.12)	(\$44,781.09)	\$162,410.88
5	(\$20,592.55)	(\$10,847.90)	(\$9,744.65)	(\$48,437.02)	(\$54,525.75)	\$151,562.98
6	(\$20,592.55)	(\$11,498.77)	(\$9,093.78)	(\$59,935.79)	(\$63,619.52)	\$140,064.21

**Figure 1.1** A workbook opened in the desktop version of Excel

The screenshot shows the Excel Web App running in a browser window. The title bar reads "Mortgage Amortization Schedule.xlsx - Windows Internet Explorer". The address bar shows the URL [http://winserver/sites/usingowa/\\_layouts/viewer.aspx?list=%7BD05D8F5%2D80F1](http://winserver/sites/usingowa/_layouts/viewer.aspx?list=%7BD05D8F5%2D80F1). The ribbon includes File, Home, Insert, and Microsoft Excel Web App. The formula bar shows the formula  $=PMT(\$B\$2, \$B\$3, \$B\$4)$ . The spreadsheet content is identical to the desktop version:

Amortization Year	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal
1	(\$20,592.55)	(\$8,592.55)	(\$12,000.00)	(\$8,592.55)	(\$12,000.00)	\$191,407.45
2	(\$20,592.55)	(\$9,108.11)	(\$11,484.45)	(\$17,700.66)	(\$23,484.45)	\$182,299.34
3	(\$20,592.55)	(\$9,654.59)	(\$10,937.96)	(\$27,355.25)	(\$34,422.41)	\$172,644.75
4	(\$20,592.55)	(\$10,233.87)	(\$10,358.68)	(\$37,589.12)	(\$44,781.09)	\$162,410.88
5	(\$20,592.55)	(\$10,847.90)	(\$9,744.65)	(\$48,437.02)	(\$54,525.75)	\$151,562.98
6	(\$20,592.55)	(\$11,498.77)	(\$9,093.78)	(\$59,935.79)	(\$63,619.52)	\$140,064.21

**Figure 1.2** The same workbook opened in the Excel Web App

I'll get into the app-specific comparisons in the next few sections, but for now you can see the following traits that are common to all the Office Web Apps:

- Each Office Web App comes with a Ribbon that looks and operates just like the Ribbon in the desktop programs.

- The Ribbon in each Office Web App is a scaled-down version of the desktop Ribbon. In most cases, with the online Ribbon you get a File tab, a Home tab, and an Insert tab.
- Within each Ribbon tab in the Office Web Apps, you get only a subset of the commands found in the equivalent Ribbon tab on the desktop. In fact, the majority of the Office Web App commands are found in the Home tab of each program.
- There are no contextual tabs in the Office Web Apps. For example, clicking inside a table in desktop Word invokes the Table Tools contextual tab with table-related commands, but no such tab appears in the Word Web App.
- The Office Web Apps have a scaled-down version of the Quick Access Toolbar, which appears just above the Ribbon and contains just the Undo and Redo commands.
- All the Office Web Apps come with an Open in *Application* command, where *Application* is the name of the desktop program (for example, Open in Excel). You click this button to close the document in the Office Web App and reopen it in the desktop version.
- The content area for each Office Web App is very similar to that of its desktop cousin, which makes it easier to get up to speed when editing a document online. For example, the Excel Web App comes with the familiar row and column headers, gridlines, and sheet tabs, and also supports in-cell editing.

## Comparing Excel and the Excel Web App

The Excel Web App (see Figure 1.2, earlier) does a nice job of replicating the most important aspects of the desktop Excel interface, including the following:

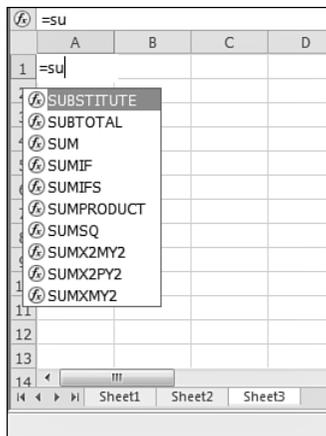
- The Formula bar
- Row and column headers
- Worksheet gridlines
- Worksheet tabs
- Worksheet navigation controls

These interface elements enable you to perform basic workbook editing chores easily, but there are a few handy interface features that you won't find online (and might miss):

- The Insert Function button, which gives you an easy way to find a function and also invokes the Function Wizard

- The Name box, which shows you the defined name of the selected cell or range and also enables you to define names and navigate a worksheet
- The Select All button in the upper-left corner of the worksheet, which gives you the easiest way to select the entire sheet
- The Insert Worksheet button, which enables you to quickly add a worksheet to the workbook
- The status bar, which shows information about the current status of Excel and the open workbook
- The vertical and horizontal split bars, which enable you to split a worksheet window into two or four panes

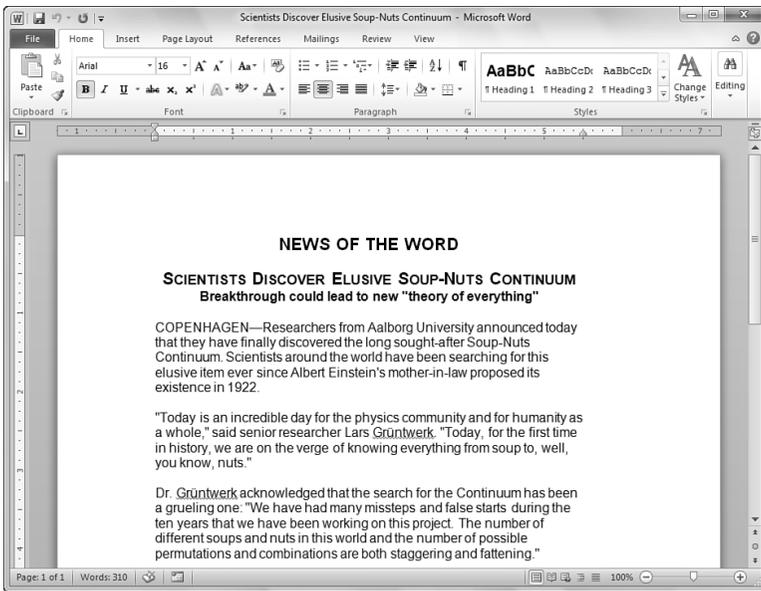
One feature that surprisingly made it into the Excel Web App is Function AutoComplete, which enables you to choose a function by typing the first few characters of the function name, as shown in Figure 1.3. Unfortunately, the Excel Web App doesn't also support function ScreenTips, which are banners that show you the syntax of the current function.



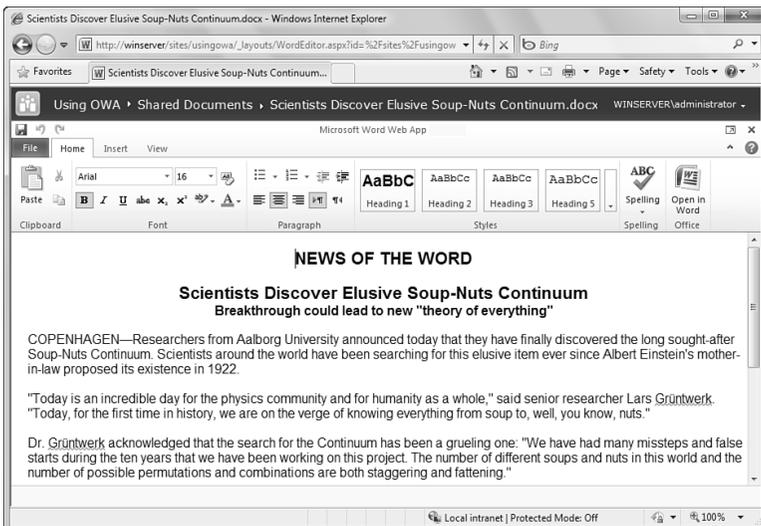
**Figure 1.3** The Excel Web App supports Function AutoComplete so you can select worksheet functions just by typing a few characters

## Comparing Word and the Word Web App

Word has the simplest interface in the Office suite (see Figure 1.4), and, not surprisingly, the Word Web App looks very much the same (see Figure 1.5).



**Figure 1.4** A document opened in desktop Word

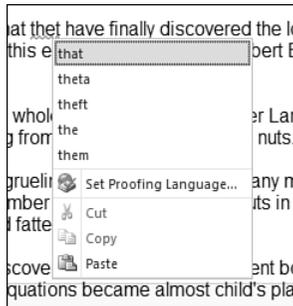


**Figure 1.5** The same document opened in the Word Web App

Still, the Word Web App isn't a perfect replica of the desktop Word window; the following features are missing in the Web App version:

- The horizontal ruler, which enables you to set tabs, adjust the margins, and add a hanging indent
- The Select Browse Object controls, which enable you to navigate a document by pages, sections, headings, tables, and more
- The status bar, which shows information about the current document and offers controls for changing the view and adjusting the magnification
- The vertical split bar, which enables you to split a document window into two panes

One interesting (and slightly surprising) feature that you see in the Word Web App is on-the-fly spell checking. That's right: If you make a spelling mistake (or type something that Word Web App *thinks* is a spelling mistake) and then commit the word (by typing, say, a space or a period), Word Web App adds the familiar squiggly red line under the offending term, as shown in Figure 1.6. Word Web App has a full-fledged spell checker under the hood, and you can right-click an error to see one or more suggestions (see Figure 1.6).

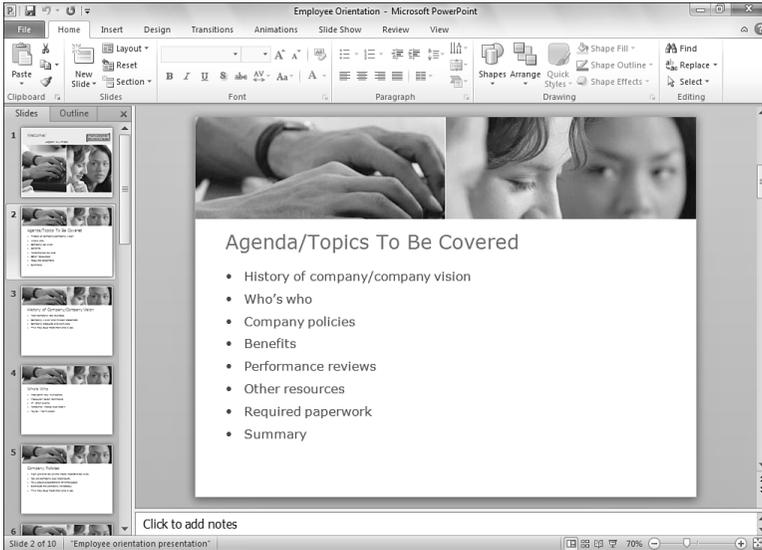


**Figure 1.6** The Word Web App has on-the-fly spell checking, and not only does it underline potential errors with the standard squiggly red line, but suggested replacements are a mere right-click away

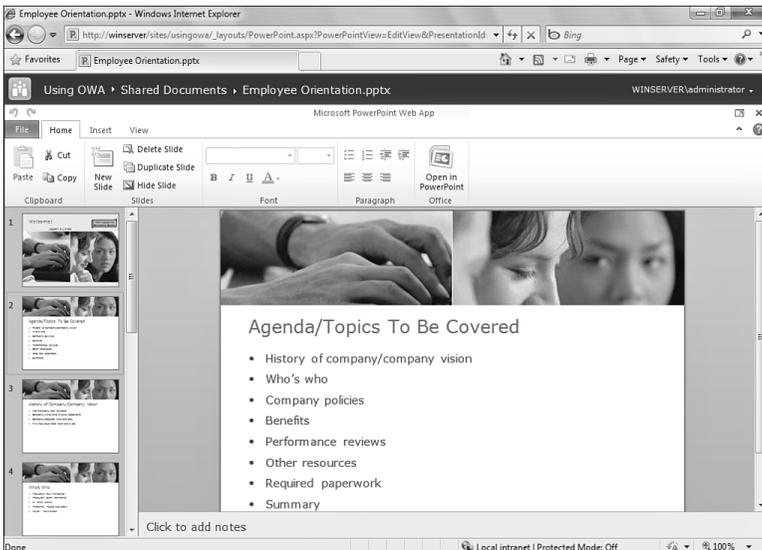
## Comparing PowerPoint and the PowerPoint Web App

PowerPoint is an application with a relatively complex interface (see Figure 1.7), so it's not surprising that the PowerPoint Web App isn't an exact replica of its desktop

counterpart. However, as you can see in Figure 1.8, the PowerPoint Web App actually provides a pretty decent imitation of the desktop interface.



**Figure 1.7** A presentation file in desktop PowerPoint



**Figure 1.8** The same presentation in the PowerPoint Web App

The PowerPoint Web App replicates the most important elements of the desktop PowerPoint interface, including the following:

- The slide work area
- The Slides tab
- The Notes area

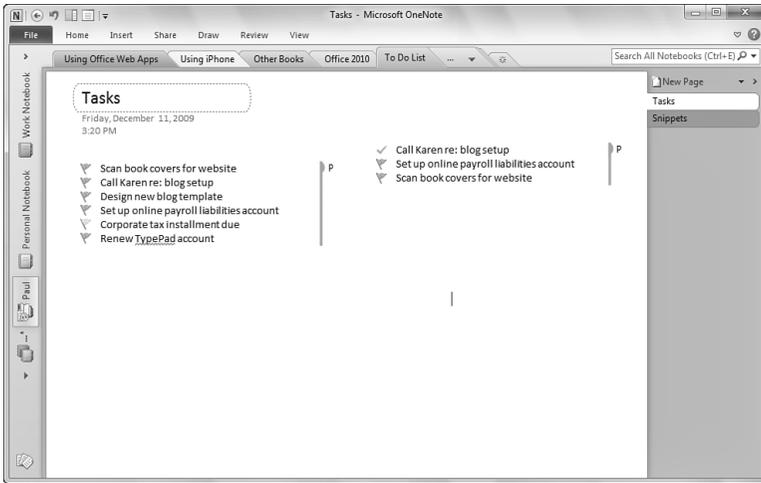
With these interface elements, you can perform most basic presentation tasks, including creating, editing, sorting, and deleting slides. However, there are a few useful interface features that you won't find in the PowerPoint Web App:

- The Outline tab, which enables you to view your presentation in outline form
- The ability to adjust the width of or close the Slides/Outline pane, which is useful for maximizing the PowerPoint work area (In the PowerPoint Web App, the Slides tab is fixed, so it can't be moved or closed.)
- The status bar, which shows information about the current presentation and offers controls for changing the view and adjusting the magnification
- The Previous Slide and Next Slide buttons (below the vertical scroll bar), which offer an easy way to click through a presentation

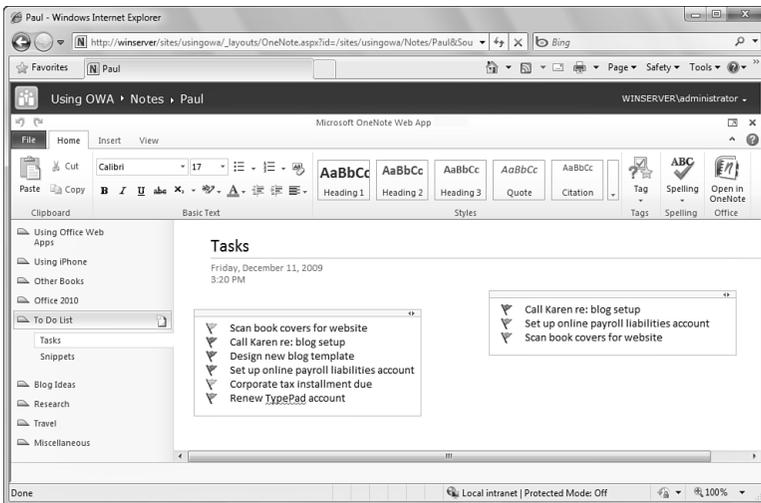
It will also be clear to you from Figure 1.8 that the PowerPoint Web App is focused almost exclusively on building the slide structure of a presentation. There are no controls for working with transitions, animations, or slide show settings.

## Comparing OneNote and the OneNote Web App

Of the four Office Web Apps, the one that veers most drastically away from its desktop version is OneNote. For example, Figure 1.9 shows a notebook opened to a section named To Do List in desktop OneNote; Figure 1.10 shows the same section opened in the OneNote Web App.



**Figure 1.9** A OneNote notebook opened in desktop OneNote



**Figure 1.10** The notebook section shown in Figure 1.9 opened in the OneNote Web App

The biggest difference you'll notice right off the bat is that the OneNote Web App can work with only one notebook at a time, which isn't a major surprise. Beyond that, the OneNote Web App interface looks quite different from the desktop version:

- There are no notebook tabs down the left side of the window.
- The section tabs appear on the left side of the work area instead of at the top of the work area.
- The section tabs aren't color-coded.
- The page tabs appear on the left side of the work area instead of on the right.
- There is no Create a New Section button.
- You can't collapse the section/page area.

---

## What You Need to Use the Office Web Apps

As you'll see a bit later (in the "Accessing the Office Web Apps" section), you work with the Office Web Apps using either Microsoft Live or SharePoint 2010. In this section, you'll learn about what you need to use the apps through these two services.

Unlike with desktop Office 2010, which, not surprisingly, has fairly hefty system requirements, you really don't need all that much to use the Office Web Apps. In fact, you can take full advantage of the Office Web Apps with just three things:

- A web browser
- A Windows Live ID or a SharePoint site user account
- The Microsoft Silverlight browser add-in

The next few sections take you through some of the details regarding these three components of the Office Web Apps experience.

## Browser Support

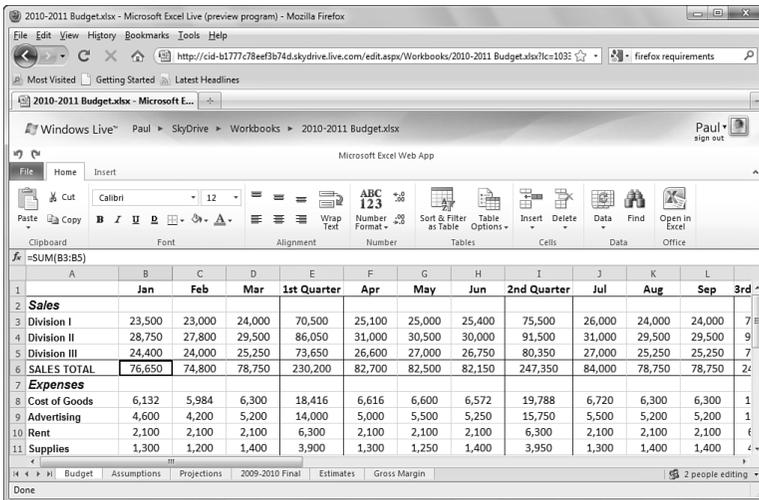
A web browser is the most important of the Office Web App requirements because it's the only one that's actually required. In plenty of Office Web App scenarios, you really need only the web browser:

- It's possible to view (and in some cases even edit) Office Web App documents without logging in to Windows Live; similarly, in SharePoint 2010, it's possible to view (and perhaps edit) Office Web App files using anonymous access (in which case you don't need to have your own SharePoint user account).
- If the performance of the Office Web Apps on Windows Live isn't that important to you, then you don't need to install Silverlight; similarly, you don't need Silverlight if you're accessing the Office Web Apps via your network's SharePoint 2010 server.

Because the web browser is the most important of the Office Web App components, it's handy that it's also the most flexible. Microsoft's long-term goal for the Office Web Apps is for people to be able to access them using *any* browser running on *any* operating system. It's important to understand here that when Microsoft says "any," what it really means is "any modern." That is, although the Office Web Apps team is working toward broad support for browsers and operating systems, the vast majority of that work is focused on platforms that exist *now*. If you're still running, say, Internet Explorer 4 on Windows 98, then don't expect any joy when it comes to working with the Office Web Apps!

As I write this, the Office Web Apps support the following browsers and operating systems:

- Internet Explorer 7 and 8 running on Windows 7, Windows Vista, or Windows XP
- Firefox 3.5 running on Windows 7 (see Figure 1.11), Windows Vista, or Windows XP; Mac OS X 10.4 or later; or Linux
- Safari 4 running on Windows 7 (see Figure 1.11), Windows Vista, or Windows XP; Mac OS X 10.5.8 or later or Mac OS X 10.4.11



**Figure 1.11** A workbook open for editing in the Excel Web App running under Firefox 3.5

This doesn't mean that if you use a browser such as Google Chrome or Opera you're completely out of luck when it comes to the Office Web Apps. First, it's possible that Microsoft may have added support for your browser since this book went

to press; second, almost all current browsers at least allow you to view an Office Web App document. For example, Figure 1.12 shows an Excel workbook viewed in Google Chrome, and Figure 1.13 shows the same workbook viewed in the iPhone's web browser (Mobile Safari).

The screenshot shows a web browser window displaying an Excel spreadsheet. The spreadsheet has columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep) and rows for Sales and Expenses. The data is as follows:

	Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	Aug	Sep
<b>Sales</b>											
Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,000	24,000
Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000	29,500	29,500
Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000	25,250	25,250
<b>SALES TOTAL</b>	<b>76,650</b>	<b>74,800</b>	<b>78,750</b>	<b>230,200</b>	<b>82,700</b>	<b>82,500</b>	<b>82,150</b>	<b>247,350</b>	<b>84,000</b>	<b>78,750</b>	<b>78,750</b>
<b>Expenses</b>											
Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,300	6,300
Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,200	5,200
Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2,100	2,100
Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,400	1,400
Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,000	17,000
Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,500	14,500
Utilities	500	600	600	1,700	550	600	650	1,800	650	600	600
<b>EXPENSES TOTAL</b>	<b>44,882</b>	<b>43,834</b>	<b>46,600</b>	<b>135,316</b>	<b>47,066</b>	<b>47,050</b>	<b>47,722</b>	<b>141,838</b>	<b>48,270</b>	<b>47,100</b>	<b>47,100</b>
<b>GROSS PROFIT</b>	<b>31,768</b>	<b>30,966</b>	<b>32,150</b>	<b>94,884</b>	<b>35,634</b>	<b>35,450</b>	<b>34,428</b>	<b>105,512</b>	<b>35,730</b>	<b>31,650</b>	<b>31,650</b>

Figure 1.12 Viewing a workbook in the Excel Web App using Google Chrome

The screenshot shows a mobile-optimized view of the Excel spreadsheet. The interface includes a search bar at the top, navigation tabs for 'Budget', 'Assumptions', 'Projections', and '2009-', and a table with columns for months and quarters. The data is as follows:

	Jan	Feb	Mar	1st Quarter	A
<b>Sales</b>					
Division I	23,500	23,000	24,000	70,500	25
Division II	28,750	27,800	29,500	86,050	31
Division III	24,400	24,000	25,250	73,650	26
<b>SALES TOTAL</b>	<b>76,650</b>	<b>74,800</b>	<b>78,750</b>	<b>230,200</b>	<b>82</b>
<b>Expenses</b>					
Cost of Goods	6,132	5,984	6,300	18,416	6,
Advertising	4,600	4,200	5,200	14,000	5,

Figure 1.13 Viewing a workbook in the Excel Web App using the iPhone's Mobile Safari browser

## Obtaining a Windows Live ID

As I mentioned earlier, you don't necessarily need a Windows Live ID to work with the Office Web Apps on the web. This is certainly the case if you'll be accessing the Office Web Apps via a SharePoint 2010 server. But it's also true if another Windows Live user gives you access to his or her SkyDrive without requiring you to log in using a Windows Live ID. (I show you how to give such access in Chapter 2, "Learning Windows Live SkyDrive Essentials.")

However, if you want to view and edit your own Office documents on the web, or if you want to access another person's SkyDrive that requires a Windows Live login, then you need to get yourself a Windows Live ID.



### **SHOW ME** Media 1.2—Signing Up for a Windows Live ID

*Access this video file through your registered Web Edition at [my.safaribooksonline.com/9780131390102/media](http://my.safaribooksonline.com/9780131390102/media).*



### **LET ME TRY IT**

## Create a Windows Live ID

A Windows Live ID is a single email address that gives you access to a wide variety of Internet sites (such as Windows Live and MSN) and services (such as Hotmail and Windows Messenger). You can sign up for a new address under either the live.com domain or the hotmail.com domain or, if you really don't need yet another email address in your life, you can use an existing address.

Depending on where you live, the live.com domain may not be available. For example, if you access the Windows Live ID signup page from Canada, you must use the live.ca domain.

Follow these steps to create a Windows Live ID:

1. Using any web browser, navigate to <https://signup.live.com>.
2. If you want to use an existing email address as your Windows Live ID, type the address in the Use Your E-mail Address text box and then skip to step 5. Otherwise, click the Or Get a Windows Live E-mail Address link and continue with step 3.
3. In the Windows Live ID list, choose the domain you want to use (usually either live.com or hotmail.com).

4. In the Windows Live ID text box, type the username you want to use with your ID.
5. Click Check Availability. Windows Live checks to see if your username/domain combination has been taken.
6. If Windows Live tells you that the ID isn't available, repeat steps 3 through 5; if, instead, Windows Live tells you that the ID is available, continue with step 7.
7. Use the Create a Password text box to type your account password. Because this password is all that stands between your online Office documents and some nefarious hacker, it pays to create a strong password. With Windows Live, this requires just two things:
  - Make the password at least 7 characters long (the maximum length is 16 characters).
  - Include at least 1 character from at least three out of the following four sets: lowercase letters, uppercase letters, numbers, and symbols.
8. Type the same password in the Retype Password field.
9. Tell Windows Live what you want it to do if you forget your password:
  - If you want to have Windows Live send you information on how to reset your password, use the Alternate E-mail Address text box to type the address. (Make sure this address is viable and different from your new Windows Live ID address.)
  - If you want to have Windows Live verify your identity online, click Or Choose a Security Question for Password Reset. Use the Question list to choose one of the predefined questions (such as "Best Childhood Friend"; no, they're not actually worded as questions), and in the Secret Answer text box type the correct response (which must be at least 5 characters long).
10. Fill in the rest of the Windows Live ID details, including your name, location, gender, and birth year.
11. Use the Characters text box to type the text you see in the image.
12. Click I Accept. Windows Live creates your new ID.

## Installing Silverlight for Better Performance

If you'll be accessing the Office Web Apps on the web, then you'll be relying on the web server and the native capabilities of the browser to load and render the app interface and the document content. Rendering site content isn't a big deal for the

vast majority of garden-variety web pages, but the Office Web Apps are anything but garden variety. Yes, they're simplified versions of the desktop Office applications, but in the end they're still *versions* of Office, so they're fairly complex.

This means that, right out of the box, you'll probably find the Office Web Apps to be a tad slow: It might take a while to display some interface elements, you might have to wait a bit while some document content loads (particularly elements such as PowerPoint presentation animations), and navigating a large document might require some patience.

Fortunately, you can noticeably improve the performance of the Office Web Apps by installing Microsoft's Silverlight. This is a browser plug-in that offers powerful controls and tools that enable developers to provide a richer browsing experience and to take some of the processing burden off the server and put it on the browser, which is running locally (and is therefore much faster). So Silverlight gives you a better *and* faster experience for many sites, and the Office Web Apps are no exception. The apps load faster, text is sharper and more accurately rendered, PowerPoint animations run more smoothly, and much more.

You might think that because Silverlight is a Microsoft product, it works only with Internet Explorer, but that's not the case. Silverlight is a cross-browser plug-in, so it works not only with Internet Explorer (version 6 and later) but also Firefox (version 2 and later), and Safari (version 3 and later). It also supports a wide variety of operating systems, including Windows 7, Vista, XP (Service Pack 2 and later), Windows 2000 (Service Pack 4 and later), Windows Server 2008, Mac OS X 10.4.8 and later, Linux, FreeBSD, and Solaris OS.



### **SHOW ME** Media 1.3—Installing Silverlight in Firefox

*Access this video file through your registered Web Edition at [my.safaribooksonline.com/9780131390102/media](http://my.safaribooksonline.com/9780131390102/media).*



### **LET ME TRY IT**

## Install Silverlight

To install Silverlight on your PC, follow these steps:

1. Use your web browser to navigate to the Silverlight home page, at [www.microsoft.com/silverlight/](http://www.microsoft.com/silverlight/).
2. Click Install the Free Plug-in. Your browser asks what you want to do with the file.

3. Run the installer, as appropriate for your browser:
  - **Internet Explorer**—In the File Download - Security Warning dialog box, click Run to begin the download. When the download is complete, click Run to start the installer and then enter your User Account Control (assuming you're running Windows 7 or Vista) credentials to continue.
  - **Firefox**—In the Opening Silverlight.exe dialog box, click Save File to begin the download. When the download is complete, click Open to start the installer.
  - **Safari**—The plug-in downloads automatically and then mounts itself. Click Continue to start the installer.
4. Run through the installation steps (which vary, depending on the browser and operating system).
5. Refresh the browser to ensure that the plug-in is working.

---

## Accessing the Office Web Apps

If you have a web browser that's Office Web App friendly, a Windows Live ID (if you need one), and Silverlight optionally humming away in the background, you're ready to experience the Office Web Apps firsthand. The next couple sections show you how to access the Office Web Apps, and the next two chapters fill in the rest of the details.

## Accessing the Office Web Apps via SkyDrive

The most common way to access the Office Web Apps is through Windows Live, particularly the SkyDrive online storage feature. SkyDrive enables you to create folders, set permissions on those folders, create new Office documents, upload existing Office documents, and view and edit Office documents using the Office Web Apps. I take you through all of these tasks and many more in Chapter 2.



### **SHOW ME** Media 1.4—Signing in to SkyDrive

*Access this video file through your registered Web Edition at [my.safaribooksonline.com/9780131390102/media](http://my.safaribooksonline.com/9780131390102/media).*

**LET ME TRY IT**

## Use SkyDrive to Access the Office Web Apps

For now, follow these steps to log in to your Windows Live account and access your SkyDrive:

1. Send your web browser to <http://skydrive.live.com>. Windows Live prompts you to sign in.
2. If you see a link to your Windows Live ID, hover your mouse over the address and then click Sign In. (If you've never signed in to your Windows Live account, skip to step 3.)
3. In the Windows Live ID text box type the email address associated with your Windows Live account.
4. Type your Windows Live account password.
5. To save a step in the future, click to activate the Remember Me on This Computer check box.

I don't recommend activating the Remember My Password check box. If you do this, anyone who can access your computer can also get access to your Windows Live ID and, therefore, your Office Web Apps documents.

6. Click Sign In. Windows Live signs you in to your account and displays your SkyDrive, as shown in Figure 1.14.



**Figure 1.14** Go to <http://skydrive.live.com> and sign in using your Windows Live ID to see your SkyDrive

7. Click a folder. If you don't see the folder you want in the Recent Folders list, click All Folder and then click the folder. Windows Live displays a list of the documents in that folder.
8. Access the Office Web Apps in either of the following ways:
  - **Create a new document**—Click New and then click the type of document you want to create: Microsoft Excel Workbook, Microsoft PowerPoint Presentation, Microsoft Word Document, or Microsoft OneNote Notebook. Type a name for the document and then click Create.
  - **Work with an existing document**—Click the document and then click either View to open the document in read-only mode or Edit to open the document for editing.

## Accessing the Office Web Apps via SharePoint 2010

The Office Web Apps are available via a SharePoint 2010 server that has the apps installed. In most cases, you use this method to access the Office Web Apps over your network, but it's also possible to access them over the web, using a SharePoint 2010 hosting service or a remote Internet connection to your network.

Whatever the method, your user account must have permission to access the Office Web Apps. Your system administrator can tell you whether you have access. See Chapter 3, "Learning SharePoint 2010 Essentials," to get details on using SharePoint 2010 to create folders, set permissions on those folders, create new Office documents, upload existing Office documents, and view and edit Office documents using the Office Web Apps.



### LET ME TRY IT

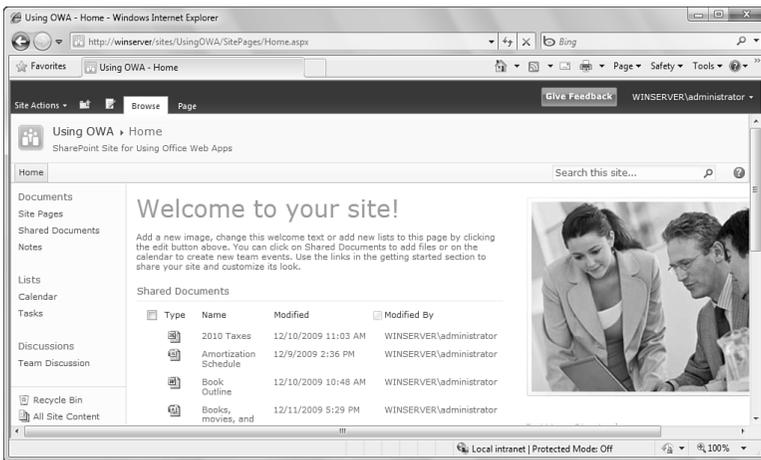
## Use SharePoint 2010 to Access the Office Web Apps

Follow these steps to log in to the SharePoint server and access the Office Web Apps:

1. Send your web browser to the address of the SharePoint site, which takes the form `http://server/sites/SiteName/`, where *server* is the name of the SharePoint 2010 server and *SiteName* is the name of the SharePoint site. SharePoint prompts you to log in.
2. Type your account username using the form `domain\username`, where *domain* is the domain name of the network (or, if you're not on a domain, the name of the SharePoint 2010 server) and *username* is your account username.
3. Type your account password.

You can bypass the login screen by activating the Remember My Credentials check box. However, this is usually not a good idea in a work environment because if you do, anyone who can access your computer can also access your account and, therefore, your Office Web Apps documents.

4. Click OK. SharePoint signs you in to your account and displays the SharePoint site's home page, as shown in Figure 1.15.



**Figure 1.15** Enter the address of your SharePoint site and then sign in using your SharePoint server user account.

5. Click a folder. SharePoint displays a list of the documents in that folder.
6. Access the Office Web Apps in either of the following ways:
  - **Create a new document**—Click the Documents tab and then click the New Document button.
  - **Work with an existing document**—Hover the mouse over the document, click the drop-down arrow, and then click either View in Browser or Edit in Browser.

## Scenarios for Using the Office Web Apps

The Office Web Apps are brand new and, as I write this, they haven't yet been widely distributed, so it's too soon to tell how people will respond to Office-style

cloud computing. In particular, it's too soon to tell exactly how people will use the Office Web Apps, either at the office or at home. All I can say for sure is that people are endlessly and admirably inventive, so there's no doubt that users will find intriguing and surprising ways to incorporate the Office Web Apps into their daily lives. I certainly can make a few educated guesses about the kinds of scenarios where people will find the Office Web Apps useful, and I'll finish this introduction to the Office Web Apps by running through a few of these scenarios.

## Having Document Access Everywhere

**Scenario: You want to be able to view and edit Office documents wherever you happen to find yourself.**

If you have a notebook or another portable computer loaded with Microsoft Office and you've copied your Office documents to the computer's hard drive (or to an insertable medium such as a USB Flash drive), you're pretty much set. No matter where you go, as long as you have power (AC or battery), you can view or edit your documents. This is not an unusual setup and, indeed, it's what road warriors have been doing for years. But there are some situations where this standard road setup fails:

- **You leave a document at home or at the office**—This is the most common scenario, and it usually means you're out of luck unless you can get someone to email you the document.
- **You need to create a new document or edit an existing document**—Creating or editing a document isn't a problem, but synchronizing with your files back at the office or at home can be problematic or, at best, time-consuming.
- **You don't have a portable computer so you must rely on Internet kiosks or other devices that have no storage**—Even if you can store the documents you need on a removable drive, chances are you won't be allowed to copy those files to the kiosk or other device.

Given these problems, the Office Web Apps may represent a new way for mobile workers to access their documents. That is, they can have their data with them without having to *take* their data with them. By uploading the documents you need to the cloud, you can access them from any location where you have Internet access. Plus, you can access the same documents while you're on the road or while you're at your desk, so you don't have multiple copies that must be synchronized. Finally, because the documents and the apps run on the server, it doesn't matter if your device has no local storage.

## Distribution Made Simple: One File, One Location

**Scenario: You want to distribute a document to multiple people, but you don't want multiple copies floating around.**

How you distribute an Office document depends on where your recipients are located. If they're all on your network, then it's easiest just to upload the document to a network share that each person has permission to access. If the recipients are more far-flung, then in most cases your only alternative is to attach the document to an email message and ship the message to each recipient. That works (again, it has been the standard way of distributing documents to non-network users for quite a few years), but it's not great to have multiple copies of a document scattered here and there in cyberspace:

- It's a wasteful way to distribute data, particularly if the document is large or if you have a large number of recipients.
- If the file is really large, it might not make it through the mail servers of some or all of your recipients (because most mail servers place an upper limit, usually a few megabytes, on message size).
- If the document contains any private, sensitive, or confidential data, the more copies you distribute, the greater the chance of that data being seen by the wrong eyes.

The Office Web Apps ride to the rescue in this scenario by enabling you to store a single copy of a document in a single location. This means you no longer distribute the document itself. Instead, you distribute a link or an address that points to the file's location in the cloud, a technique that's easy on the bandwidth, more efficient, and less prone to misuse.

## No Microsoft Office? No Problem!

**Scenario: You want people who don't have desktop Microsoft Office to be able to view or edit your Office documents.**

Microsoft Office is immensely popular, with a user base measured in the hundreds of millions. However, even though most people use Office, not everyone does. In the past, if you wanted any of these non-Office users to be able to work with your Office documents, you had a few choices, none of which was perfect:

- **Convince them to download and install a viewer program, such as the PowerPoint Viewer**—This solution is fine for opening the document, but people can't use a viewer to make changes to the document.

- **Save the document as a web page**—Again, this is fine for viewing a document but not for editing it.
- **Convert the document to an editable format that doesn't require Office**—For example, you could save a Word document as an RTF file, an Excel worksheet as a CSV (comma-separated values) file, or just about any Office document to a PDF file. This isn't a great solution because it means creating a separate file, which makes it difficult to manage the changes, and, except with PDF, you lose fidelity when you convert an Office document to a non-Office format.
- **Use a different productivity suite that can open and work with Office documents**—This may require you to save the document in an earlier Office format, which could cause you to lose elements of the document. Also, once someone has opened, edited, and saved an Office document in another program, the document often doesn't survive the trip back to Microsoft Office fully intact.

The Office Web Apps blow all these solutions out of the virtual water because they don't require the desktop Office applications. As long as users have Internet access and a browser that works well with the Office Web Apps, they can view and edit your Office documents.

This scenario doesn't just apply to other users who don't have desktop Office. It can also apply to you if you happen to be somewhere where you don't have access to your regular Office applications. This could be an Internet kiosk that doesn't have Office installed, a second computer (such as a portable computer) that doesn't have Office, or a new computer on which you haven't yet gotten around to installing Office.

## Broadcasting Your Presentations

**Scenario: You want remote viewers to be able to watch your PowerPoint slide show presentation.**

Showing a slide show is usually a simple matter of hooking up your computer to a projector and launching the show. That's fine if all your viewers are local, but what if there are remote viewers who want or need to see the slide show? You could just distribute the presentation file or save the presentation in the PowerPoint Show file format, but these methods require the remote user to run the show. If you want to control the pacing of the slides and animations yourself, you can use the new Broadcast Slide Show feature in PowerPoint 2010. This feature puts PowerPoint

2010 in Broadcast mode, which not only displays the presentation locally but also uses a special Office Web Apps feature to display the presentation over the web.

## Collaborating in the Cloud

**Scenario: You want to be able to work on a document with remote users at the same time.**

Document collaboration is becoming increasingly popular because many projects require a diverse set of skills, and the “wisdom of the crowd” often means that bringing multiple intellects to bear on a problem usually leads to a better and faster solution. Microsoft Office has a full complement of collaboration tools, from comments to edit restrictions to document sharing. This last feature comes closest to full collaboration because it enables multiple users to work on a document at the same time. However, it works only on the network.

If you want to collaborate with remote users, you could distribute the document to each user, but then you would run into the same distribution woes that I talked about earlier (see “Distribution Made Simple: One File, One Location”). Not only that, but because multiple users will be annotating or editing the document, you have the rather nightmarish challenge of coordinating all those changes.

The solution is, you guessed it, the Office Web Apps, which enable you to collaborate with remote users on the same document at the same time. See Chapter 4, “Collaborating with the Office Web Apps,” for details.

# index

## A

- accessing
  - Office Web Apps
    - via *SharePoint 2010*, 23-24
    - via *SkyDrive*, 21-23
  - SkyDrive, 29, 93
    - creating web page links in Public folder, 96-99
    - sending folder links via email, 94-95
- Accounting format (Excel Web App), 182
- active cells, 167
- Add by E-mail Address text box (Add People page), 88
- Add People page (Windows Live), 87-89
- adding users to SharePoint collaboration groups, 106
- aligning
  - paragraphs, 132, 134
  - table elements
    - in *OneNote Web App*, 234
    - in *Word Web App*, 158
  - text in Excel Web App, 180
- All Office Web Apps, 74

- arithmetic formula in Excel Web App, 170-171
- ascenders (fonts), 123
- ascending sort in Excel Web App, 191
- assigning
  - collaboration permission (SkyDrive), 85
  - folder permission (SkyDrive networks), 92
- authoring Office documents
  - SharePoint networks, 115-117, 119
  - SkyDrive networks, 99-102

## B

- Blank slide layout, 200
- body fonts, 122
- bold, applying, 124-125
- border, adding in Excel Web App, 179-180
- breadcrumb path, 34
  - document libraries, 60
- broadcasting presentations usage scenario, 27
- browser support for Office Web Apps, 15-17
- bulleted lists
  - adding to slides, 202-203
  - creating, 127-129

## C

- Can Add, Edit Details, and Delete Files permission (SkyDrive collaborations), 85
- Can View Files permission (SkyDrive collaborations), 85
- cell references, entering in formulas, 172
- cells
  - active cells, 167
  - ranges (Excel Web App)
    - converting to tables, 187-188
    - copying, 174
    - deleting, 178-179
    - formatting, 179-186
    - inserting, 175-177
    - moving, 174-175
    - selecting, 172-173
  - in tables
    - aligning, 158
    - selecting, 155
- checking in/out SharePoint 2010 files, 80-81
- clearing
  - filter in Excel Web App, 197
  - formatting, 139

- clip art, inserting
  - in OneNote Web App, 227-228
  - in Word Web App, 161-162
- closing documents, 148-149
- cloud computing, 4
- co-authoring
  - Excel Web App, 101, 117
  - Office documents
    - SharePoint networks, 115-119
    - SkyDrive networks, 99-102
  - OneNote Web App, 101, 117-118
  - PowerPoint Web App, 102, 119
  - Word Web App, 101, 119
- collaboration, 84
  - SharePoint 2010, 102
    - adding users to groups, 106
    - co-authoring Office documents, 115-117, 119
    - creating custom groups, 105
    - creating web page links to documents/libraries, 113
    - editing Office documents, 115-119
    - emailing links to documents, 112
    - emailing links to libraries, 110-112
    - file permissions, 109-110
    - library permissions, 103-104, 108
    - Office documents, 115-117, 119
    - sharing Office documents, 115
    - site permissions, 107-108
    - viewing document libraries as RSS feeds, 114-115
- SkyDrive
  - accessing data, 93-99
  - assigning folder permissions, 92
  - categorizing users, 89-90
  - co-authoring Office documents, 99-102
  - configuring folder permissions, 91
  - creating user categories, 90
  - creating web page links in Public folder, 96-97
  - editing folder permissions, 91-92
  - editing Office documents, 99-102
  - inviting contacts from other websites, 86, 88
  - inviting people via email, 88-89
  - network configuration, 86, 88-89
  - Office documents, 99-102
  - permissions, 85-86
  - Public folder, 96-99
  - sending folder links via email, 94-95
  - sharing Office documents, 99
  - user category configuration, 89-92
  - viewing Public folder as RSS feed, 98-99
- collaboration usage scenario, 28
- color schemes, applying to SmartArt graphics, 213
- colors of text, setting, 126-127
- columns. *See also* fields
  - deleting in Excel Web App, 178
  - inserting
    - in Excel Web App, 176
    - in OneNote Web App, 232-233
  - resizing in OneNote Web App, 233-234
  - in tables, 153
    - aligning, 158
    - deleting, 159
    - inserting, 156
    - resizing, 157
    - selecting, 156
- commas in numbers, entering in Excel Web App, 168
- commenting on SkyDrive files, 52
  - disabling comments, 53-54
- comparison formulas in Excel Web App, 171

Comparison slide layout, 200

compatibility, 6

compound criteria in filters, 195

configuring SkyDrive networks, 86
 

- categorizing users, 89-90
- configuring folder permissions, 91
- creating user categories, 90
- editing folder permissions, 91-92
- inviting contacts from other websites, 86, 88
- inviting people via email, 88-89

containers, adjusting in OneNote Web App, 222-223

Content with Caption slide layout, 201

Contribute permission level (SharePoint library permissions), 103

converting
 

- Office documents in Office Web Apps, 77-78
- ranges to tables in Excel Web App, 187-188

copies of documents, saving, 142-143

copies of workbooks (Excel), downloading, 147-148

copying
 

- hyperlinks, 139
- ranges in Excel Web App, 174
- SharePoint 2010 files to other document libraries, 78-79
- SkyDrive files, 51

creating
 

- Office documents in SkyDrive, 40
- SkyDrive folders, 35-36

Currency format (Excel Web App), 182

customizing SharePoint collaboration groups, 105

## D

data (Excel Web App)
 

- entering, 166-170
- filtering in tables, 192-197
- sorting in tables, 191-192

data access (SkyDrive networks), 93
 

- creating web page links in Public folder, 96-97
- sending folder links via email, 94-95
- viewing Public folder as RSS feed, 98-99

date filters in Excel Web App, 194, 196

date formats, applying in Excel Web App, 183, 185

date serial numbers, 168

dates (Excel Web App)
 

- entering, 166-170
- formatting, 169-170
- fractions versus, 183

decimal places, controlling in Excel Web App, 185-186

decorative typefaces, 121

decreasing decimal places in Excel Web App, 186

deleting
 

- document libraries, 67
- hyperlinks, 139
- ranges in Excel Web App, 178-179
- records/fields from tables in Excel Web App, 190-191
- SharePoint 2010 files, 82-83
- SkyDrive files, 55-56
- SkyDrive folders, 38-39
- slides, 205-206
- table elements
  - in OneNote Web App, 234-235*
  - in Word Web App, 159*

descenders (fonts), 123

descending sorts in Excel Web App, 191

Design permission level (SharePoint library permissions), 103

desktop applications
 

- comparison with Office Web Apps, 5-6
- Excel and Excel Web App, 8-9*
- file compatibility, 6*

- interface features*, 6-8
- OneNote and OneNote Web App*, 13, 15
- PowerPoint and PowerPoint Web App*, 11, 13
- Word and Word Web App*, 9, 11
- opening documents in, 143-145
- desktop Office apps (lack of) usage scenario, 26-27
- disabling comments on SkyDrive files, 53-54
- document access usage scenario, 25
- document collaboration usage scenario, 28
- document distribution usage scenario, 26
- document libraries (SharePoint 2010)
  - adding
    - folders to*, 61, 63
    - to SharePoint 2010*, 61-62
  - breadcrumb paths, 60
  - creating web page links, 113
  - custom library views, creating, 63-65
  - defining, 57
  - deleting, 67
  - downloading, 66-67
  - emailing links to, 110-112
  - emailing links to documents, 112
  - filtering, 64-65
  - grouping, 64-65
  - Modified By column, 64
  - Modified column, 64
  - Name column, 63
  - navigating, 59-60
  - opening, 58
  - permissions
    - Contribute permission level*, 103
    - defining*, 103
    - Design permission level*, 103
    - file level permissions*, 104
    - Full Control permission level*, 103
    - granting file permissions*, 109-110
    - granting library permissions*, 108
    - granting site permissions*, 107-108
    - library level permissions*, 104
    - Limited Access permission level*, 103
    - members permission group*, 104
    - owners permission group*, 104
    - Read permission level*, 103
    - site level permissions*, 104
    - View Only permission level*, 103
    - viewers permission group*, 104
    - visitors permission group*, 104
  - recovering, 68
  - Shared Documents library, 58-59
  - SharePoint files
    - checking in/out*, 80-81
    - copying to other document libraries*, 78-79
    - deleting*, 82-83
    - renaming*, 80
  - Site Assets library, 58
  - Site Pages library, 58
  - sorting, 64-65
  - Style Library, 58
  - switching views, 66
  - Type column, 63
  - viewing as RSS feeds, 114-115
- documents. *See also* files, SkyDrive; Word Web App
  - clearing formatting, 139
  - closing, 148-149
  - creating in SkyDrive, 40
  - fonts, 120
    - text colors, setting*, 126-127
    - type effects, setting*, 124-125
    - type size, setting*, 123-124
    - typeface, setting*, 121-123
  - hyperlinks, inserting, 136-138
  - opening
    - in desktop application*, 143-145
    - for editing in SkyDrive*, 48-49
  - paragraph formatting, 127
    - alignment*, 132, 134
    - bulleted lists*, 127-129

- indentation, 130-133*
- numbered lists, 129-130*
- saving, 140-143
  - to SkyDrive, 45*
- spell-checking, 163-164
- styles, applying, 134-136
- themes, 121
- uploading to SkyDrive, 41-43
- viewing in SkyDrive, 46-47
- downloading
  - copies of workbooks (Excel), 147-148
  - document libraries, 66-67
  - SkyDrive files, 54-55
  - SkyDrive folders, 38
  - snapshots (Excel), 146-147
- duplicating slides, 204
- dynamic themes in SkyDrive, 30

## E

- editing
  - folder permissions (SkyDrive networks), 91-92
  - hyperlinks, 139
  - Office documents in Office Web App
    - converting documents for editing, 77-78*
    - opening documents for editing, 76-77*
  - opening Office documents in SkyDrive for editing, 48-49
  - simultaneous editing
    - Excel Web App, 101, 117*
    - Office documents in SharePoint networks, 115-119*
    - Office documents in SkyDrive networks, 99-102*
    - OneNote Web App, 101, 117-118*
    - PowerPoint Web App, 102, 119*
    - Word Web App, 101, 119*
  - text in OneNote Web App, 222
- email
  - SharePoint networks
    - emailing links to document libraries, 110-112*
    - emailing links to documents, 112*
  - SkyDrive networks
    - inviting people to, 88-89*
    - sending folder links, 94-95*
- entering
  - cell references/ranges in formulas, 172
  - data in Excel Web App, 166-170
  - Excel, comparison with Excel Web App, 8-9
  - Excel Web App, 74. *See also* worksheets
  - co-authoring, 101, 117
  - comparison with Excel, 8-9
  - copies of workbooks, downloading, 147-148
  - data, entering, 166-170
  - date formats, applying, 183, 185
  - documents
    - saving copies of, 142-143*
    - viewing in SkyDrive, 46*
  - formulas, building, 170-172
  - fractions versus dates, 183
  - numeric formats, applying, 181-184
  - ranges
    - copying, 174*
    - deleting, 178-179*
    - formatting, 179-186*
    - inserting, 175-177*
    - moving, 174-175*
    - selecting, 172-173*
  - restrictions, 165-166
  - snapshots, downloading, 146-147
  - tables, 186-187
    - converting ranges to, 187-188*
    - deleting records/fields, 190-191*
    - filtering data, 192-197*
    - inserting records/fields, 189-190*
    - sorting data, 191-192*
    - toggle header row/total row, 188-189*

## F

- Favorites folder (SkyDrive), 33
  - adding users to, 90
- field names in Excel Web App tables, 186
- field values in Excel Web App tables, 186
- fields (Excel Web App), 186
  - deleting, 190-191
  - inserting, 189-190
- file compatibility, Office Web Apps versus desktop apps, 6
- file level permissions (SharePoint 2010), 104
- files. *See also* documents
  - SharePoint 2010 files
    - checking in/out, 80-81
    - copying to other document libraries, 78-79
    - deleting, 82-83
    - renaming, 80
  - SkyDrive. *See also* documents
    - commenting on, 52
    - copying between folders, 51
    - deleting, 55-56
    - disabling comments, 53-54
    - downloading, 54-55
    - moving between folders, 49, 51
    - renaming, 51-52
- filter lists in Excel Web App, 193-194
- filtering
  - data in tables (Excel Web App), 192-197
  - document libraries, 64-65
- finding text in Word Web App, 151-153
- Firefox, uploading Office documents to SharePoint 2010, 70
- fixed-width typefaces, 121
- folders
  - SharePoint 2010
    - adding to document libraries, 61, 63
    - defining, 57
  - SkyDrive networks
    - assigning permissions, 92
    - configuring permissions, 91
    - copying files between, 51
    - creating, 35-36
    - creating web page links in Public folder, 96-97
    - deleting, 38-39
    - downloading, 38
    - editing permissions, 91-92
    - emailing folder links, 94-95
    - moving files between, 49, 51
    - navigating, 34-35
    - switching views, 37
    - viewing, 33
    - viewing Public folder as RSS feed, 98-99
- fonts, 120
  - text colors, setting, 126-127
  - type effects, setting, 124-125
  - type size, setting, 123-124
  - typeface, setting, 121-123
- formatting
  - clearing, 139
  - dates/times in Excel Web App, 169-170, 183, 185
  - fonts, 120
    - text colors, setting, 126-127
    - type effects, setting, 124-125
    - type size, setting, 123-124
    - typeface, setting, 121-123
- graphics
  - in OneNote Web App, 228-229
  - in Word Web App, 162-163
- hyperlinks, inserting, 136-138
- numbers in Excel Web App, 181-184
- paragraphs, 127
  - alignment, 132, 134
  - bulleted lists, 127-129
  - indentation, 130-133
  - numbered lists, 129-130
- ranges in Excel Web App, 179-186
- styles, applying, 134-136
- themes, 121

formulas (Excel Web App), 167  
 building, 170-172

Fraction format (Excel Web App), 182

fractions (Excel Web App)  
 dates versus, 183  
 entering, 168

Full Control permission  
 level (SharePoint library permissions), 103

## G–H

graphics  
 clip art, inserting in Word Web App, 161-162  
 formatting  
*in OneNote Web App, 228-229*  
*in Word Web App, 162-163*  
 pictures, inserting in Word Web App, 159-160  
 SmartArt graphics, 210-211. *See also* pictures  
*adding to slides, 211-213*  
*applying color schemes to, 213*  
*applying styles to, 213-215*  
*changing layout, 215*  
 in Word Web App, 159

grouping document libraries, 64-65

header row, toggling in tables (Excel Web App), 188-189

heading fonts, 122

hiding slides, 204-205

hyperlinks. *See* links

## I–J

images. *See* graphics; pictures; SmartArt graphics

increasing decimal places in Excel Web App, 185

indenting paragraphs, 130-133

inserting  
 clip art  
*in OneNote Web App, 227-228*  
*in Word Web App, 161-162*  
 hyperlinks, 136-138  
 pages in OneNote Web App, 222  
 pictures  
*in OneNote Web App, 226*  
*in Word Web App, 159-160*  
 ranges in Excel Web App, 175-177  
 records/fields in tables in Excel Web App, 189-190  
 sections in OneNote Web App, 220-221  
 table rows/columns  
*in OneNote Web App, 232-233*  
*in Word Web App, 156*

tables  
*in OneNote Web App, 229-231*  
*in Word Web App, 154-155*

installing  
 Silverlight, 19-21, 75  
 Windows Live Upload Tool, 42-43

interface features,  
 Office Web Apps versus desktop apps, 6-8

invitations (SkyDrive networks)  
 inviting contacts from other websites, 86, 88  
 inviting people via email, 88-89

italic, applying, 124-125

## K–L

keyboard shortcuts  
 aligning paragraphs, 134  
 saving documents, 141  
 type effects, 125

libraries (document)  
 adding  
*folders to, 61, 63*  
*to SharePoint 2010, 61-62*  
 breadcrumb paths, 60  
 creating web page links, 113  
 custom library views,  
 creating, 63-65  
 defining, 57  
 deleting, 67  
 downloading, 66-67

emailing links to, 110-112  
 filtering, 64-65  
 grouping, 64-65  
 Modified By column, 64  
 Modified column, 64  
 Name column, 63  
 navigating, 59-60  
 opening, 58  
 permissions  
     *Contribute permission level, 103*  
     *defining, 103*  
     *Design permission level, 103*  
     *file level permissions, 104*  
     *Full Control permission level, 103*  
     *granting permissions, 108*  
     *library level permissions, 104*  
     *Limited Access permission level, 103*  
     *members permission group, 104*  
     *owners permission group, 104*  
     *Read permission level, 103*  
     *site level permissions, 104*  
     *View Only permission level, 103*  
     *viewers permission group, 104*  
     *visitors permission group, 104*  
 recovering, 68  
 Shared Documents library, 58-59

SharePoint files  
     *checking in/out, 80-81*  
     *copying to other document libraries, 78-79*  
     *deleting, 82-83*  
     *renaming, 80*  
 Site Assets library, 58  
 Site Pages library, 58  
 sorting, 64-65  
 Style Library, 58  
 switching views, 66  
 Type column, 63  
 viewing as RSS feeds, 114-115  
 library level permissions (SharePoint 2010), 104  
 Limited Access permission level (SharePoint library permissions), 103  
 links  
     inserting, 136-138  
     right-clicking, 139  
 SharePoint networks  
     *creating web page links, 113*  
     *emailing links to document libraries, 110-112*  
     *emailing links to documents, 112*  
 SkyDrive network folder links  
     *creating web page links in Public folder, 96-97*  
     *sending via email, 94-95*  
 location, changing, 30

## M

main folders (SkyDrive), creating, 36  
 members permission group (SharePoint 2010), 104  
 Modified By column (document libraries), 64  
 Modified column (document libraries), 64  
 monospace typefaces, 121  
 moving  
     containers in OneNote Web App, 223  
     ranges in Excel Web App, 174-175  
     SkyDrive files, 49, 51  
 My Documents folder (SkyDrive), 33

## N

Name column (document libraries), 63  
 naming SharePoint 2010 files, 80  
 navigating  
     document libraries, 59-60  
     SkyDrive folders, 34-35  
 negative numbers, entering in Excel Web App, 168  
 networking. *See* collaboration

## networks

## SharePoint 2010, 102

- adding users to

- groups, 106

- co-authoring

- Office documents,

- 115-119

- collaborating on

- Office documents,

- 115-119

- creating custom

- groups, 105

- creating web page

- links to documents/

- libraries, 113

- editing Office

- documents,

- 115-119

- emailing links to

- documents, 112

- emailing links to

- libraries, 110-112

- file permissions,

- 109-110

- library permissions,

- 103-104, 108

- sharing Office

- documents, 115

- site permissions,

- 107-108

- viewing document

- libraries as RSS

- feeds, 114-115

## SkyDrive

- accessing data, 93-99

- assigning folder

- permissions, 92

- categorizing users,

- 89-90

- co-authoring Office

- documents, 99-102

- collaborating on

- Office documents,

- 99-102

- configuring, 86

- configuring folder

- permissions, 91

- creating user

- categories, 90

- creating web page

- links in Public

- folder, 96-97

- editing folder permis-

- sions, 91-92

- editing Office

- documents, 99-102

- favorite users, 90

- inviting contacts

- from other websites,

- 86, 88

- inviting people via

- email, 88-89

- Public folder, 96-99

- sending folder links

- via email, 94-95

- sharing Office

- documents, 99

- viewing Public folder

- as RSS feed, 98-99

- notebooks. *See also*

- OneNote Web App

- clip art, inserting,

- 227-228

- graphics, formatting,

- 228-229

- pages

- adjusting containers,

- 222-223

- inserting, 222

- tagging items,

- 223-225

- pictures, inserting, 226

- sections, inserting,

- 220-221

- notes, adding to slides,

- 206-207

- number filters in Excel

- Web App, 194, 196

- Number format (Excel

- Web App), 182

- numbered lists, creating,

- 129-130

- numbers (Excel Web App)

- controlling decimal

- places, 185-186

- entering, 166-170

- numeric formats, applying

- in Excel Web App,

- 181-184

## O

## Office (MS)

## SharePoint 2010

- co-authoring docu-

- ments on, 115-119

- collaborating on

- Office documents

- in, 115-119

- converting docu-

- ments in Office Web

- Apps, 77-78

- creating documents

- with Office

- installed, 69

- creating documents

- without Office

- installed, 69

- editing Office docu-

- ments in, 115-119

- opening documents in Office Web Apps, 76-77*
  - saving documents to, 72-73*
  - sharing documents on, 115*
  - uploading documents to, 70-71*
  - viewing documents in, 74-75*
- SkyDrive networks
  - co-authoring documents on, 99-102*
  - collaborating on Office documents in, 99-102*
  - editing Office documents in, 99-102*
  - sharing documents on, 99*
- Office documents. *See* documents
- Office Web Apps. *See* also names of specific Web Apps
  - accessing via SharePoint 2010, 23-24*
  - via SkyDrive, 21-23*
- advantages of, 5*
- comparison with desktop apps, 5-6*
- Excel and Excel Web App, 8-9*
- file compatibility, 6*
- interface features, 6-8*
- OneNote and OneNote Web App, 13, 15*
- PowerPoint and PowerPoint Web App, 11, 13*
- Word and Word Web App, 9, 11*
- documents, opening in
  - desktop application, 143-145*
- Office documents
  - converting, 77-78*
  - opening, 76-77*
  - requirements, 15*
  - browser support, 15-17*
  - Silverlight, 19-21*
  - Windows Live ID, 18-19*
- usage scenarios
  - desktop Office apps, lack of, 26-27*
  - document collaboration, 28*
  - document distribution, 26*
  - presentation broadcasts, 27*
  - universal document access, 25*
- OneNote, comparison with OneNote Web App, 13, 15
- OneNote Web App, 74. *See* also notebooks
  - clip art, inserting, 227-228*
  - co-authoring, 101, 117-118*
  - comparison with OneNote, 13, 15*
  - documents, viewing in SkyDrive, 46*
  - graphics, formatting, 228-229*
  - pages*
    - adjusting containers, 222-223*
    - inserting, 222*
    - tagging items, 223-225*
  - pictures, inserting, 226*
  - restrictions, 219-220*
  - sections, inserting, 220-221*
  - tables, 229*
    - aligning elements of, 234*
    - deleting elements from, 234-235*
    - inserting, 229-231*
    - inserting rows/columns, 232-233*
    - resizing rows/columns, 233-234*
    - selecting elements of, 232*
- opening
  - document libraries, 58*
  - documents in desktop application, 143-145*
  - hyperlinks, 139*
  - Office documents
    - for editing in SkyDrive, 48-49*
    - in Office Web Apps, 76-77*
- operators in Excel Web App
  - for arithmetic formulas, 171*
  - for comparison formulas, 171*
- owners permission group (SharePoint 2010), 104

## P

- pages in OneNote Web App
  - adjusting containers, 222-223
  - inserting, 222
  - tagging items, 223-225
- paragraphs, formatting, 127
  - alignment, 132, 134
  - bulleted lists, 127-129
  - indentation, 130-133
  - numbered lists, 129-130
- parent folder, 35
- Percentage format (Excel Web App), 182
- percentages, entering in Excel Web App, 167
- performance improvements, installing Silverlight, 19-21
- permissions
  - SharePoint networks
    - Contribute permission level*, 103
    - defining library permissions*, 103
    - Design permission level*, 103
    - file level permissions*, 104
    - Full Control permission level*, 103
    - granting file permissions*, 109-110
    - granting library permissions*, 108
    - granting site permissions*, 107-108
    - library level permissions*, 104
    - Limited Access permission level*, 103
    - members permission group*, 104
    - owners permission group*, 104
    - Read permission level*, 103
    - site level permissions*, 104
    - View Only permission level*, 103
    - viewers permission group*, 104
    - visitors permission group*, 104
  - SkyDrive networks, 85-86
    - assigning folder permissions*, 92
    - configuring folder permissions*, 91
    - editing folder permissions*, 91-92
- photos. *See* pictures
- Picture with Caption slide layout, 201
- pictures. *See also* SmartArt graphics
  - adding to slides, 207-208
  - applying styles in PowerPoint Web App, 208-210
  - assigning to Windows Live profile, 31-32
  - inserting
    - in OneNote Web App*, 226
    - in Word Web App*, 159-160
  - replacing in PowerPoint Web App, 210
- placeholders (in slides), 200
- points (fonts), 123
- PowerPoint, comparison with PowerPoint Web App, 11, 13
- PowerPoint Web App, 74. *See also* presentations
  - broadcasting presentations usage scenario, 27
  - co-authoring, 102, 119
  - comparison with PowerPoint, 11, 13
  - documents, viewing in SkyDrive, 46
  - picture styles, applying, 208-210
  - pictures, replacing, 210
  - presentations, viewing online, 215-218
  - restrictions, 198-199
  - slide layouts, types of, 200-201
  - slides
    - adding new*, 200-201
    - adding notes to*, 206-207
    - adding pictures to*, 207-208
    - adding text to*, 202-203
    - deleting*, 205-206
    - duplicating*, 204

- hiding*, 204-205
    - rearranging*, 204
  - SmartArt graphics, 210-211
    - adding to slides*, 211-213
    - applying color schemes to*, 213
    - applying styles to*, 213-215
    - changing layout*, 215
  - presentation broadcasts usage scenario, 27
  - presentations. *See also* PowerPoint Web App
    - picture styles, applying, 208-210
    - pictures, replacing, 210
    - slide layouts, types of, 200-201
    - slides
      - adding new*, 200-201
      - adding notes to*, 206-207
      - adding pictures to*, 207-208
      - adding text to*, 202-203
      - deleting*, 205-206
      - duplicating*, 204
      - hiding*, 204-205
      - rearranging*, 204
    - SmartArt graphics
      - adding to slides*, 211-213
      - applying color schemes to*, 213
      - applying styles to*, 213-215
      - changing layout*, 215
    - viewing online, 215-218
  - profile (Windows Live), assigning pictures to, 31-32
  - proofreading, 163-164
  - Public folder (SkyDrive networks), 33
    - viewing as RSS feed, 98-99
    - web page links, creating in, 96-97
- ## Q–R
- quick filters in Excel Web App, 194-197
  - QuickStyles, applying, 134
  - range coordinates, 173
  - ranges (Excel Web App)
    - converting to tables, 187-188
    - copying, 174
    - deleting, 178-179
    - entering in formulas, 172
    - formatting, 179-186
    - inserting, 175-177
    - moving, 174-175
    - selecting, 172-173
  - Read permission level (SharePoint library permissions), 103
  - reading view (PowerPoint Web App), switching to, 216-217
  - rearranging slides, 204
  - records in tables (Excel Web App), 186
    - deleting, 190-191
    - inserting, 189-190
  - recovering document libraries, 68
  - red wavy lines in Word Web App, 163
  - renaming
    - SharePoint 2010 files, 80
    - SkyDrive files, 51-52
  - replacing pictures in PowerPoint Web App, 210
  - requirements for Office Web Apps, 15
    - browser support, 15-17
    - Sliverlight, 19-21
    - Windows Live ID, 18-19
  - resizing table rows/ columns
    - in OneNote Web App, 233-234
    - in Word Web App, 157
  - restrictions
    - of Excel Web App, 165-166
    - of OneNote Web App, 219-220
    - of PowerPoint Web App, 198-199
    - of Word Web App, 150-151
  - right-clicking hyperlinks, 139
  - roundtripping, 6
  - rows. *See also* records in tables
    - deleting in Excel Web App, 178
    - inserting
      - in Excel Web App*, 175
      - in OneNote Web App*, 232-233

resizing in OneNote Web App, 233-234  
 in tables, 153  
   *deleting*, 159  
   *inserting*, 156  
   *resizing*, 157  
   *selecting*, 156

## RSS feeds

viewing SharePoint libraries as, 114-115  
 viewing SkyDrive Public folder as, 98-99

## S

sans serif typefaces, 121

saving documents, 140-143  
 to SharePoint 2010, 72-73  
 to SkyDrive, 45

Scientific format (Excel Web App), 182

scientific notation, entering in Excel Web App, 167

Section Header slide layout, 200

sections, inserting in OneNote Web App, 220-221

## selecting

hyperlinks, 139  
 ranges in Excel Web App, 172-173  
 table elements  
   *in OneNote Web App*, 232  
   *in Word Web App*, 155-156

Send Your Invitation page (Windows Live, Add People page), 87-89

serial numbers, 168-169

serif typefaces, 121

Shared Documents library (SharePoint 2010), 58-59

Shared Favorites folder (SkyDrive), 33

## SharePoint 2010

accessing Office Web Apps, 23-24  
 collaboration, 102  
   *adding users to groups*, 106  
   *co-authoring Office documents*, 115-119  
   *creating custom groups*, 105  
   *creating web page links to documents/libraries*, 113  
   *editing Office documents*, 115-119  
   *emailing links to documents*, 112  
   *emailing links to libraries*, 110-112  
   *file permissions*, 109-110  
   *library permissions*, 103-104, 108  
   *Office documents*, 115-117, 119  
   *sharing Office documents*, 115  
   *site permissions*, 107-108  
   *viewing document libraries as RSS feeds*, 114-115

## document libraries

*adding folders to*, 61, 63  
*adding to SharePoint 2010*, 61-62  
*breadcrumb paths*, 60  
*checking files in/out*, 80-81  
*Contribute permission level*, 103  
*copying files to*, 78-79  
*creating web page links*, 113  
*custom library views*, 63-65  
*defining*, 57  
*defining permissions in*, 103  
*deleting*, 67  
*deleting files*, 82-83  
*Design permission level*, 103  
*downloading*, 66-67  
*emailing links to*, 110-112  
*emailing links to documents*, 112  
*file level permissions*, 104  
*filtering*, 64-65  
*Full Control permission level*, 103  
*granting permissions*, 108  
*grouping*, 64-65  
*library level permissions*, 104  
*Limited Access permission level*, 103  
*members permission group*, 104

- Modified By
  - column, 64
- Modified column, 64
- Name column, 63
- navigating, 59-60
- opening, 58
- owners permission
  - group, 104
- Read permission
  - level, 103
- recovering, 68
- renaming files in, 80
- Shared Documents
  - library, 58-59
- Site Assets library, 58
- site level permissions, 104
- Site Pages library, 58
- sorting, 64-65
- Style Library, 58
- switching views, 66
- Type column, 63
- View Only permission
  - level, 103
- viewers permission
  - group, 104
- viewing as RSS feeds, 114-115
- visitors permission
  - group, 104
- files
  - checking in/out, 80-81
  - copying to other document libraries, 78-79
  - deleting, 82-83
  - renaming, 80
- folders
  - adding to document libraries, 61, 63
  - defining, 57
- networks, 102
  - adding users to
    - groups, 106
  - co-authoring
    - Office documents, 115-119
  - collaborating on
    - Office documents, 115-119
  - creating custom
    - groups, 105
  - creating web page
    - links to documents/libraries, 113
  - editing Office
    - documents, 115-119
  - emailing links to
    - documents, 112
  - emailing links to
    - libraries, 110-112
  - file permissions, 109-110
  - library permissions, 103-104, 108
  - sharing Office
    - documents, 115
  - site permissions, 107-108
  - viewing document
    - libraries as RSS feeds, 114-115
- Office documents
  - converting in Office
    - Web Apps, 77-78
  - creating with Office
    - installed, 69
  - creating without
    - Office installed, 69
  - opening in Office
    - Web Apps, 76-77
  - saving to SharePoint
    - 2010, 72-73
  - uploading to
    - SharePoint 2010, 70-71
  - viewing, 74-75
- sharing Office documents
  - SharePoint networks, 115
  - SkyDrive networks, 99
- shortcut menu for
  - hyperlinks, 139
- Silverlight
  - installing, 75
  - SharePoint 2010,
    - adding document libraries to, 62
- simultaneous editing
  - Excel Web App, 101, 117
  - Office documents
    - SharePoint networks, 115-117, 119
    - SkyDrive networks, 99-102
  - OneNote Web App, 101, 117-118
  - PowerPoint Web App, 102, 119
  - Word Web App, 101, 119
- Site Assets library
  - (SharePoint 2010), 58
- site level permissions
  - (SharePoint 2010), 104
- Site Pages library
  - (SharePoint 2010), 58
- size of type, 123-124
- sizing containers in
  - OneNote Web App, 223

## SkyDrive

- accessing, 29
- accessing Office Web Apps, 21-23
- collaboration
  - accessing data, 93-99
  - assigning folder permissions, 92
  - categorizing users, 89-90
  - co-authoring Office documents, 99-102
  - configuring folder permissions, 91
  - creating user categories, 90
  - creating web page links in Public folder, 96-97
  - editing folder permissions, 91-92
  - editing Office documents, 99-102
  - favorite users, 90
  - inviting contacts from other websites, 86, 88
  - inviting people via email, 88-89
  - network configuration, 86, 88-89
  - Office documents, 99-102
  - permissions, 85-86
  - Public folder, 96-99
  - sending folder links via email, 94-95
  - sharing Office documents, 99
  - user category configuration, 89-92
  - viewing Public folder as RSS feed, 98-99

## files

- commenting on, 52
- copying between folders, 51
- deleting, 55-56
- disabling comments, 53-54
- downloading, 54-55
- moving between folders, 49, 51
- renaming, 51-52
- folders
  - creating, 35-36
  - deleting, 38-39
  - downloading, 38
  - navigating, 34-35
  - switching views, 37
  - viewing, 33
- location, changing, 30
- networks
  - accessing data, 93-99
  - assigning folder permissions, 92
  - categorizing users, 89-90
  - co-authoring Office documents, 99-102
  - collaborating on Office documents, 99-102
  - configuring, 86
  - configuring folder permissions, 91
  - creating user categories, 90
  - creating web page links in Public folder, 96-97
  - editing folder permissions, 91-92
  - editing Office documents, 99-102

- favorite users, 90
- inviting contacts from other websites, 86, 88
- inviting people via email, 88-89
- Public folder, 96-99
- sending folder links via email, 94-95
- sharing Office documents, 99
- viewing Public folder as RSS feed, 98-99
- Office documents
  - creating, 40
  - opening for editing, 48-49
  - saving, 45
  - uploading, 41-43
  - viewing, 46-47
- themes, changing, 29-30

slide layouts, types of, 200-201

slide show view (PowerPoint Web App), switching to, 217-218

## slides

- adding new, 200-201
- deleting, 205-206
- duplicating, 204
- elements of, 200
- hiding, 204-205
- notes, adding to, 206-207
- pictures, adding to, 207-208
- rearranging, 204
- SmartArt graphics, adding to, 211-213
- text, adding to, 202-203

- slideshows. *See* presentations
  - Sliverlight, installing, 19-21
  - SmartArt graphics, 210-211. *See also* pictures
    - adding to slides, 211-213
    - applying color schemes to, 213
    - applying styles to, 213-215
    - changing layout, 215
  - snapshots (Excel), downloading, 146-147
  - sorting
    - data in tables (Excel Web App), 191-192
    - document libraries, 64-65
  - spell-checking documents in Word Web App, 163-164
  - spreadsheets. *See* worksheets
  - standard themes in SkyDrive, 30
  - strikethrough, applying, 124-125
  - Style Library (SharePoint 2010), 58
  - styles, applying, 134-136
    - to SmartArt graphics, 213-215
  - subfolders (SkyDrive), creating, 36
  - subscript, applying, 124-125
  - superscript, applying, 124-125
  - switching
    - document library views, 66
    - SkyDrive folder views, 37
  - system requirements. *See* requirements for Office Web Apps
- ## T
- 
- table ranges in Excel Web App tables, 186
  - tables
    - aligning elements of
      - in OneNote Web App*, 234
      - in Word Web App*, 158
    - converting ranges to
      - in Excel Web App, 187-188
    - deleting elements from
      - in OneNote Web App, 234-235
    - deleting elements of in Word Web App, 159
    - deleting records/fields in Excel Web App, 190-191
      - in Excel Web App, 186-187
    - filtering data in Excel Web App, 192-197
    - inserting
      - in OneNote Web App*, 229-231
      - in Word Web App*, 154-155
    - inserting records/fields in Excel Web App, 189-190
    - inserting rows/columns
      - in OneNote Web App*, 232-233
      - in Word Web App*, 156
    - in OneNote Web App, 229
    - resizing rows/columns
      - in OneNote Web App*, 233-234
      - in Word Web App*, 157
    - selecting elements of
      - in OneNote Web App*, 232
      - in Word Web App*, 155-156
    - sorting data in Excel Web App, 191-192
    - toggling header row/total row in Excel Web App, 188-189
      - in Word Web App, 153-154
  - tagging page items in OneNote Web App, 223-225
  - temporarily applying themes in SkyDrive, 30
  - text
    - adding to slides, 202-203
    - aligning in Excel Web App, 180
    - clearing formatting, 139
    - editing in OneNote Web App, 222
    - entering in Excel Web App, 166-170

finding in Word Web App, 151-153  
 paragraph formatting, 127  
   *alignment, 132, 134*  
   *bulleted lists, 127-129*  
   *indentation, 130-133*  
   *numbered lists, 129-130*  
 wrapping in Excel Web App, 181

text colors, setting, 126-127

text filters in Excel Web App, 195, 197

text formulas in Excel Web App, 172

text wrapping in Word Web App, 161

themes, 121  
   in SkyDrive, changing, 29-30

time serial numbers, 168

times, formatting in Excel Web App, 169-170

Title and Content slide layout, 200

Title Only slide layout, 200

Title Slide slide layout, 200

to-do lists, tagging  
   items in OneNote Web App, 223-225

toggling header row/  
   total row in tables (Excel Web App), 188-189

total row, toggling in tables (Excel Web App), 188-189

Two Content slide layout, 200

Type column (document libraries), 63

type effects, setting, 124-125

type size, setting, 123-124

typeface, setting, 121-123

## U

underline, applying, 124-125

uploading Office documents  
   to SharePoint 2010, 70  
     *multiple-file upload method, 71*  
     *single-file upload method, 70*  
   to SkyDrive, 41-43

usage scenarios  
   desktop Office apps, lack of, 26-27  
   document collaboration, 28  
   document distribution, 26  
   presentation  
     broadcasts, 27  
   universal document access, 25

## V

vertical alignment of text in Excel Web App, 180

View Only permission level (SharePoint library permissions), 103

viewers permission group (SharePoint 2010), 104

viewing  
   Office documents  
     *in SharePoint 2010, 74-75*  
     *in SkyDrive, 46-47*  
   presentations online, 215-218  
   SharePoint libraries as RSS feeds, 114-115  
   SkyDrive folders, 33  
     *switching views, 37*

visitors permission group (SharePoint 2010), 104

## W-Z

wavy red lines in Word Web App, 163

Web Apps. *See* Office Web Apps

web browser support, 15-17

web pages, creating links, 113

Windows Live  
   Add People page, 87-89  
   pictures, assigning to profile, 31-32  
   themes, changing, 29-30

Windows Live ID, obtaining, 18-19

Windows Live SkyDrive. *See* SkyDrive

Windows Live Upload Tool  
   installing, 42-43  
   uploading with, 43

- Word, comparison with Word Web App, 9, 11
- Word Web App, 74. *See also* documents
  - co-authoring, 101, 119
  - comparison with Word, 9, 11
  - graphics, 159
    - clip art, inserting, 161-162*
    - formatting, 162-163*
    - pictures, inserting, 159-160*
  - restrictions, 150-151
  - tables, 153-154
    - aligning elements of, 158*
    - deleting elements of, 159*
    - inserting, 154-155*
    - inserting rows/columns, 156*
    - resizing rows/columns, 157*
    - selecting elements of, 155-156*
  - text, finding, 151-153
  - workbooks, downloading
    - copies, 147-148
    - snapshots, 146-147
  - working together. *See* collaboration
  - worksheets. *See also* Excel Web App
    - data, entering, 166-170
    - date formats, applying, 183, 185
    - formulas, building, 170-172
    - numeric formats, applying, 181-184
    - ranges
      - copying, 174*
      - deleting, 178-179*
      - formatting, 179-186*
      - inserting, 175-177*
      - moving, 174-175*
      - selecting, 172-173*
  - wrapping text
    - in Excel Web App, 181
    - in Word Web App, 161