

Using the Microsoft Office Mobile App

Many people like to use Google Docs for their productivity work. Others are more wedded to the tried-and-true Microsoft Office, which is used in a vast number of companies and organizations.

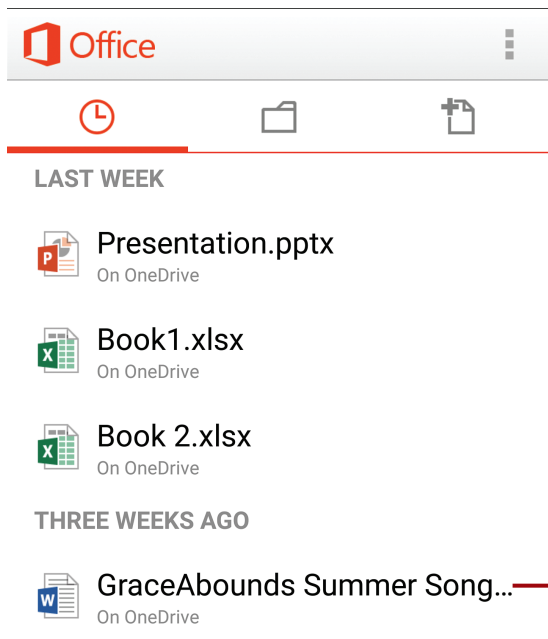
Microsoft has recently released mobile versions of its Office apps—Word, Excel, and PowerPoint—for Android phones and tablets. You can find these apps in the Google Play Store. Like the Google Docs apps, the Microsoft Office Mobile apps are free.

Also like Google Docs, Microsoft Office Mobile apps store all their files in the cloud—in this instance, in Microsoft's OneDrive. (OneDrive is very much like Google Drive, but from Microsoft.) You can use the Office Mobile apps to work on the same Office files you use at work or home.

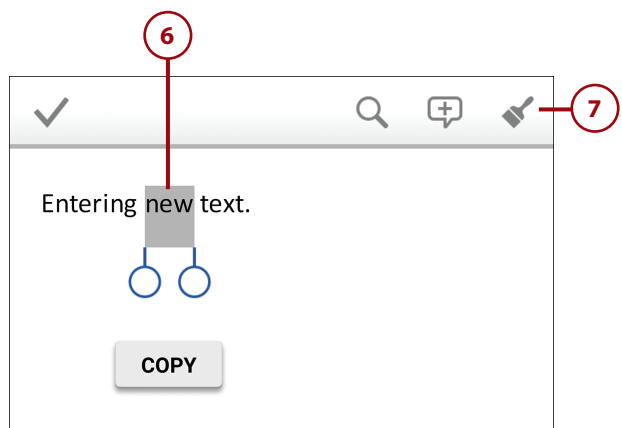
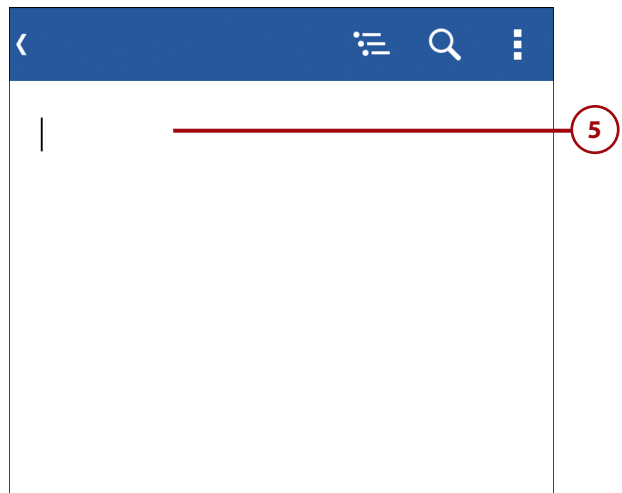
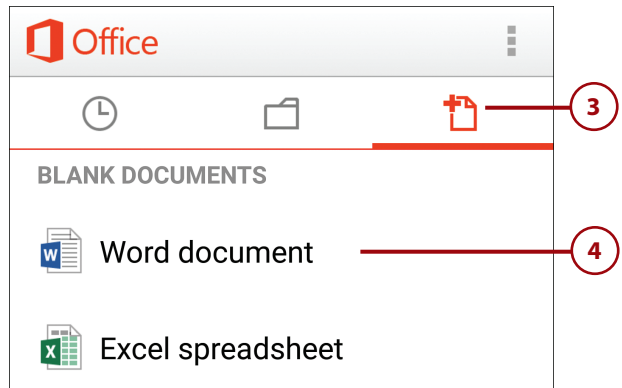
Work with Microsoft Word Mobile

All of the Microsoft Office Mobile functions are accessed from a single Office Mobile app. The first time you launch the app you're prompted to either sign in to an existing Microsoft account (if you have one) or create a new account.

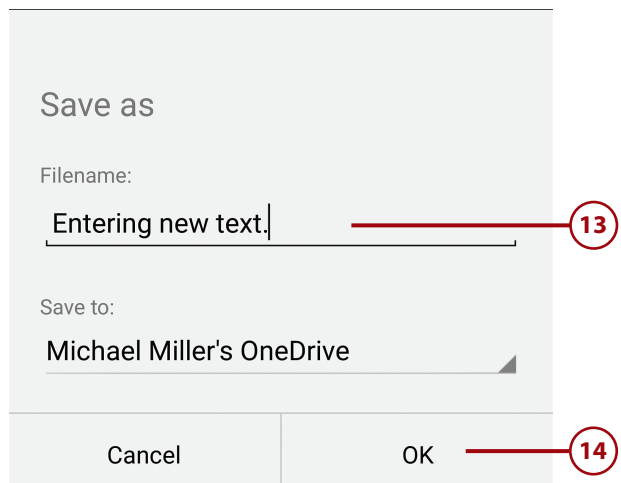
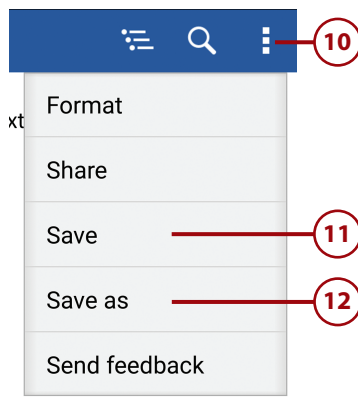
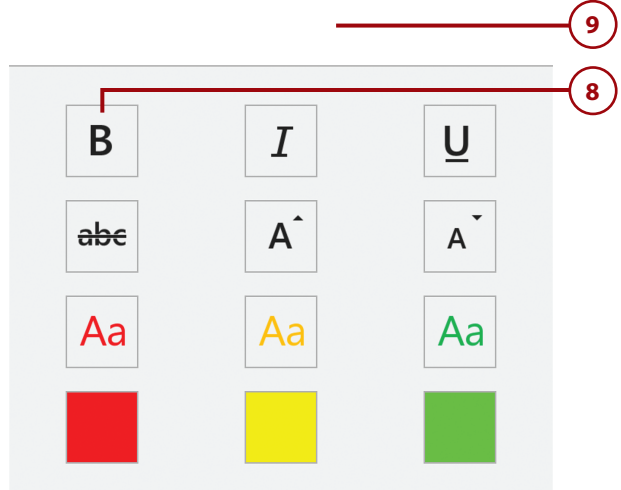
- 1 From your phone's Home or Apps screen, tap the Office Mobile icon to open the Microsoft Office Mobile app.
- 2 The Office home screen displays files you've recently created or edited. Tap to open an existing file or...



- 3 Tap the New icon at the top right to create a new file.
- 4 Tap Word Document to create a new Word document.
- 5 Use the onscreen keyboard to enter text at the cursor.
- 6 Format the text you enter by tapping and the dragging to select the text.
- 7 Tap the Format button at the top of the screen to display the formatting pane.



- 8 Tap the formatting you want to apply—bold, italic, font size, font color, and so forth.
- 9 Tap outside the selection to hide the formatting pane.
- 10 Save the document by tapping the Menu button at the top right corner of the screen.
- 11 Tap Save to save an existing document.
- 12 Tap Save as to save and name a new document. The Save As pane displays.
- 13 Enter a name for this document into the Filename box.
- 14 Tap OK.



It's Not All Good

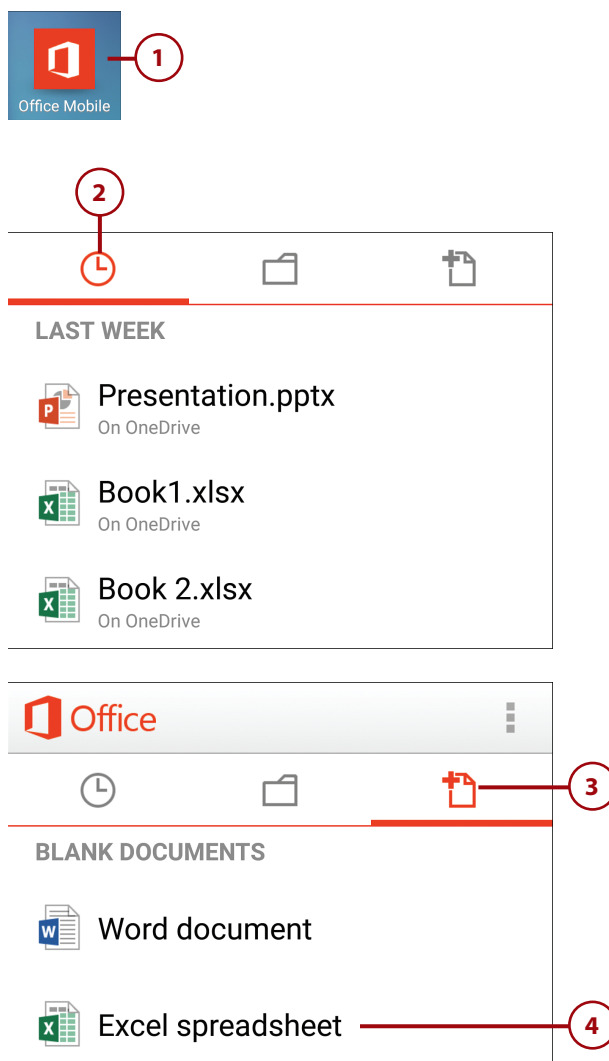
Limited Functionality

The Microsoft Office Mobile app is not as full featured as the traditional software version of Microsoft Office. The Word and Excel editors do not offer the same sophisticated formatting options. The PowerPoint editor doesn't let you use transitions and animations, or even create new presentations. If you need these features, use the desktop version of Microsoft Office instead.

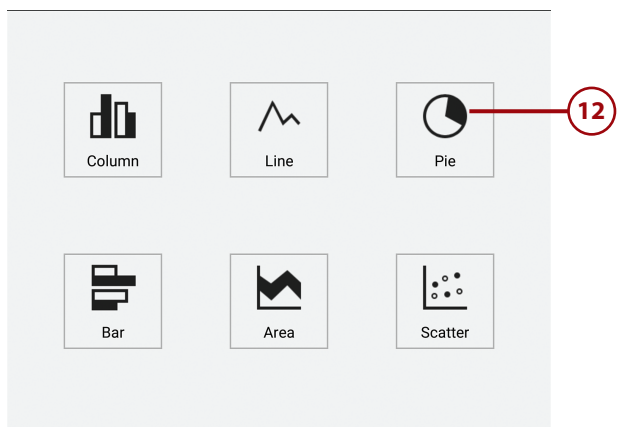
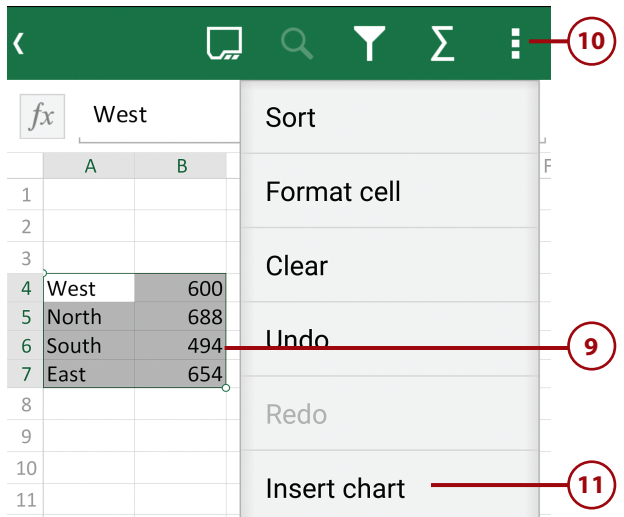
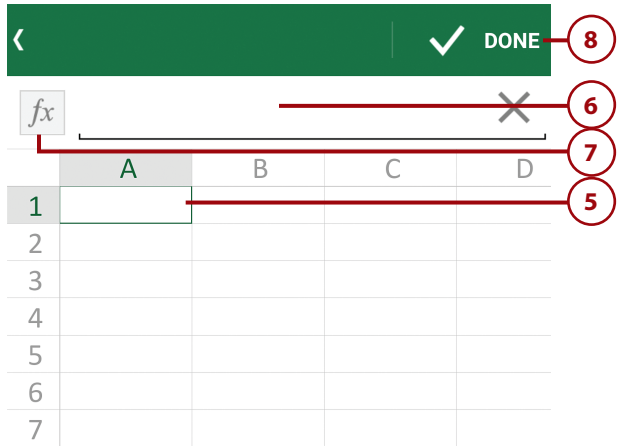
Work with Microsoft Excel Mobile

When you want to work with numbers—budgets, lists, and the like—Microsoft Excel is the app to use. The Android version of Excel in the Office Mobile app lets you create alphanumeric spreadsheets that incorporate mathematical formulas and advanced functions.

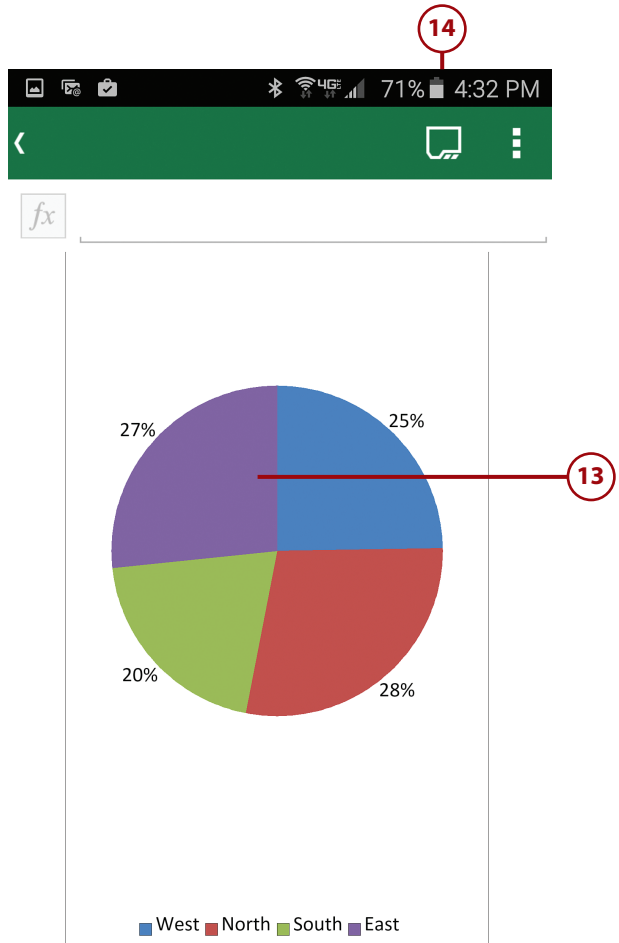
- 1 From your phone's Home or Apps screen, tap the Office Mobile icon to open the Microsoft Office Mobile app.
- 2 The Office home screen displays files you've recently created or edited. Tap to open an existing spreadsheet file *or...*
- 3 Tap the New icon at the top right to create a new file.
- 4 Tap Excel Spreadsheet to create a new spreadsheet.



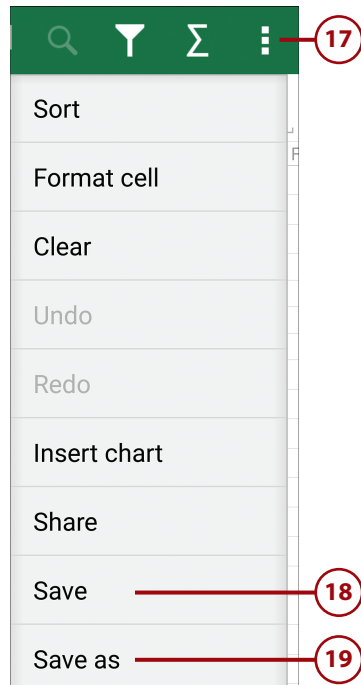
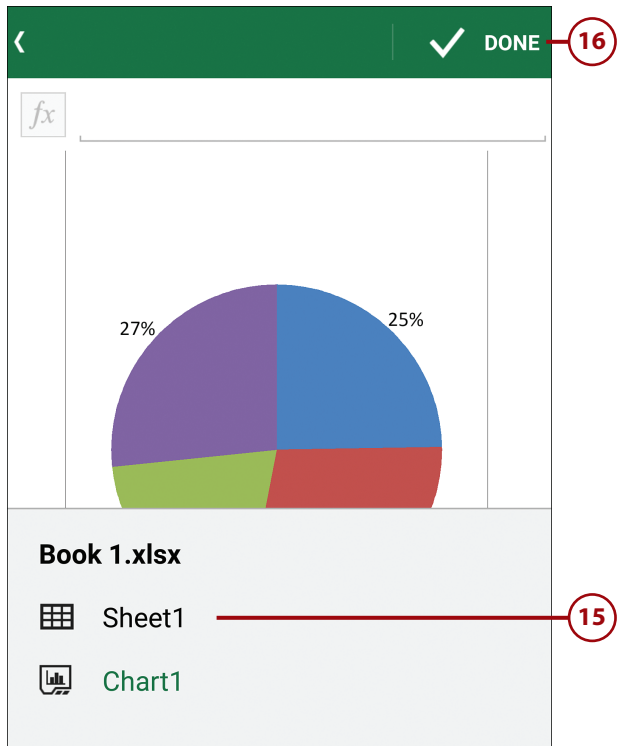
- 5 Tap the cell into which you want to enter data.
- 6 Enter the number, words, or formula you want into the Function box.
- 7 Insert a function by tapping the Function (fx) button to display a list of functions by category; tap to select the function.
- 8 Tap the Done check mark to enter this data into the selected cell.
- 9 Insert a chart by using your finger to highlight the data you want to chart.
- 10 Tap the Menu button.
- 11 Tap Insert Chart to display the chart panel.
- 12 Tap the type of chart you want.



- 13 The chart is created and added to a new tab in the spreadsheet.
- 14 Tap the Tab button to switch to another tab.

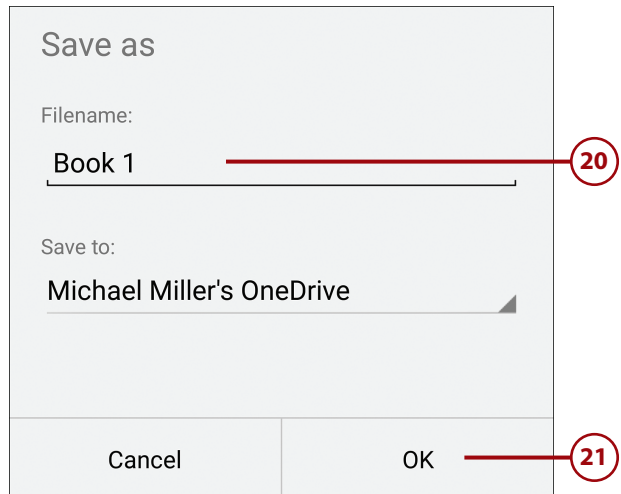


- 15 Tap the tab you want to view.
- 16 Tap Done to edit data on this tab.
- 17 Save this spreadsheet by tapping the Menu button at the top right.
- 18 Tap Save to save changes to a spreadsheet document.
- 19 Tap Save As to save and name a new spreadsheet. You see the Save As pane.



20 Enter a name for this document into the Filename box.

21 Tap OK.

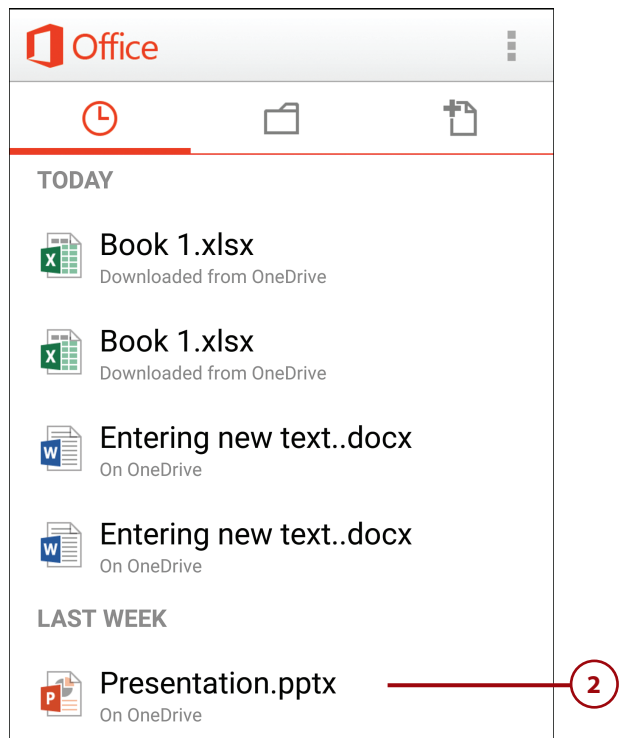


Work with Microsoft PowerPoint Mobile

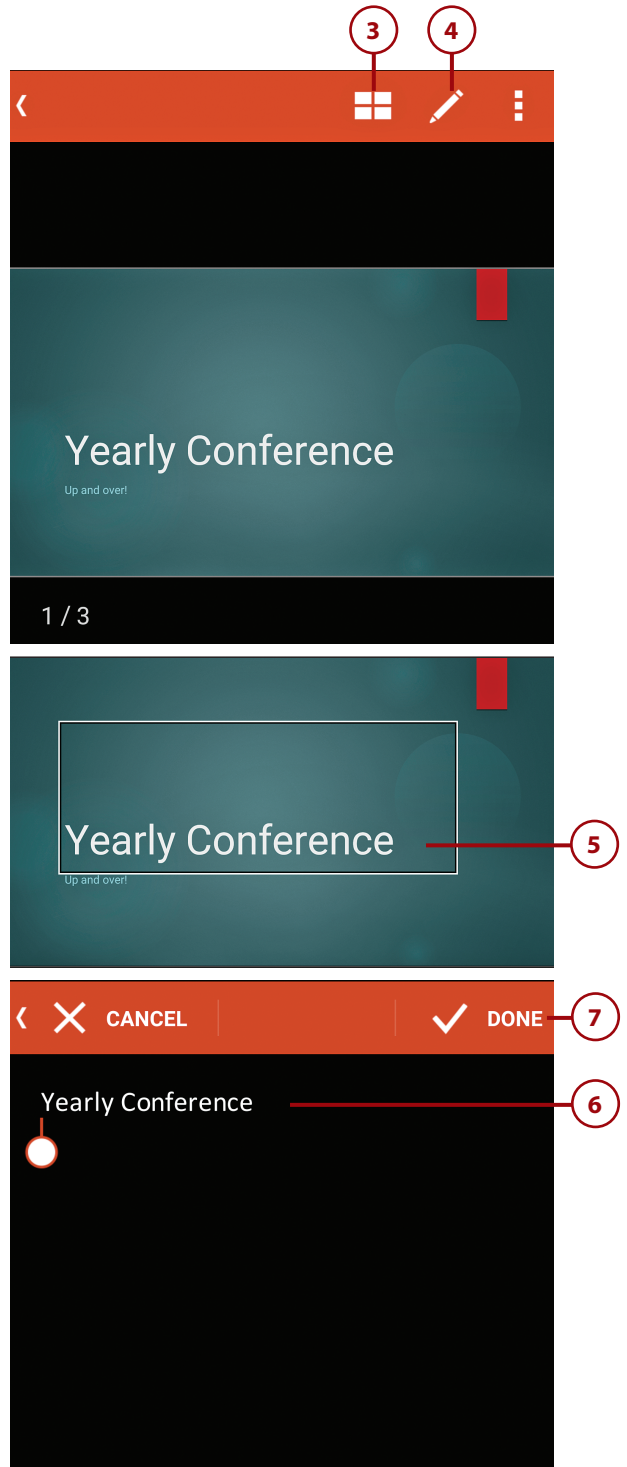
The PowerPoint editor in the Office Mobile app is more limited than the Word or Excel editors. In particular, you cannot use PowerPoint Mobile to create new presentations; you can only edit or give presentations that you've previously created with the regular version of PowerPoint on your computer.

1 From your phone's Home or Apps screen, tap the Office Mobile icon to open the Microsoft Office Mobile app.

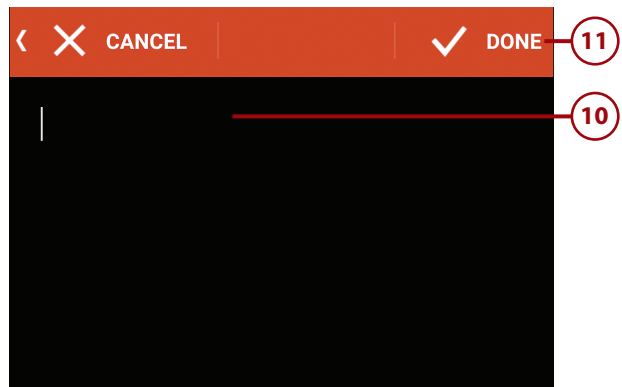
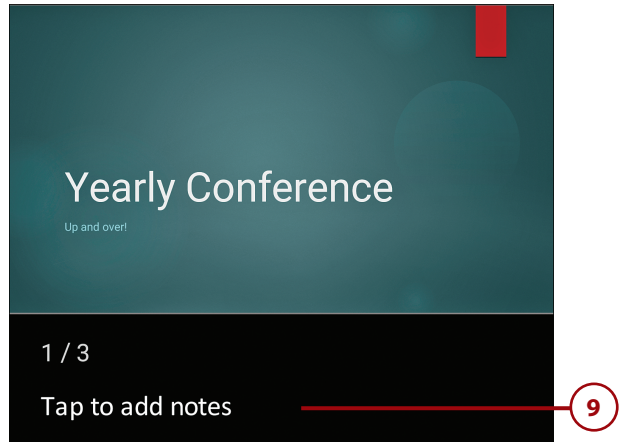
2 The Office home screen displays files you've recently created or edited. Tap to open an existing PowerPoint file.



- 3 You see the first slide in your presentation. Move to another slide by swiping to that slide or tapping the Slides button and selecting a specific slide.
- 4 Tap the Edit (pencil) button to edit the data on this slide. The slide opens for editing.
- 5 Tap the text placeholder you want to edit.
- 6 Use the onscreen keyboard to edit the selected text.
- 7 Tap Done to return to the editable slide.



- 8 Tap the back button to return to your presentation.
- 9 Add notes to a slide by tapping Tap to Add Notes.
- 10 Use the onscreen keyboard to enter your notes.
- 11 Tap Done to return to your presentation.
- 12 Give your presentation (after connecting your phone to a larger screen or projector) by turning your phone sideways to landscape orientation.
- 13 Swipe from right to left to advance to the next slide.
- 14 Swipe from left to right to return to the previous slide.



- 15 Save this presentation by tapping the Menu button at the top right.
- 16 Tap Save As to display the Save As pane.
- 17 Enter a name for this presentation into the Filename box.
- 18 Tap OK.

