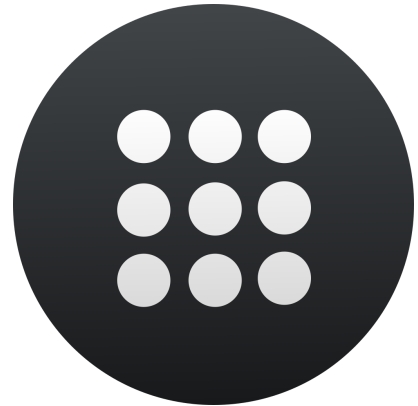


# INTERACTING WITH WORD

Follow the icons below to open, save and edit with word.



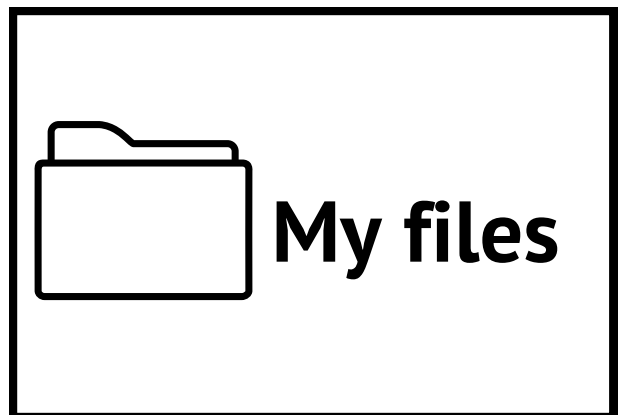
Click on Edge Icon from Task Bar or Desktop



Click on the App Launcher icon located at the top left when Edge opens.



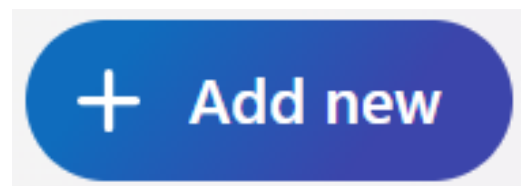
Click on OneDrive icon



Click on "My Files" on the left to view ALL of your files.



Select a specific folder if required.

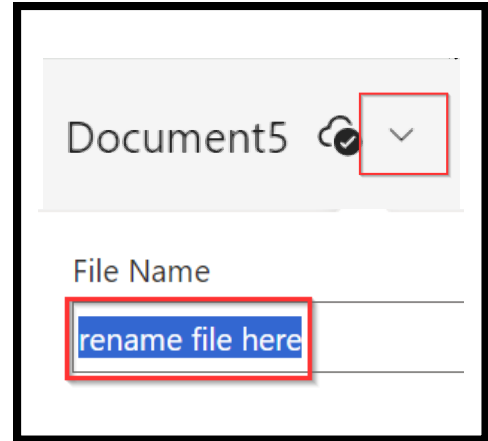


Click on the "Add New" to upload files OR create new document (or folder).

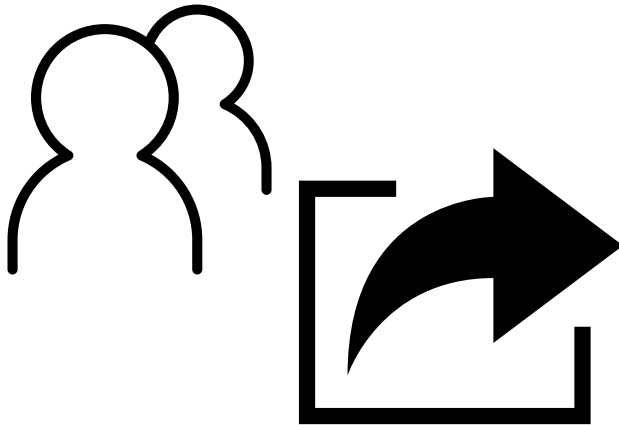
# INTERACTING WITH WORD



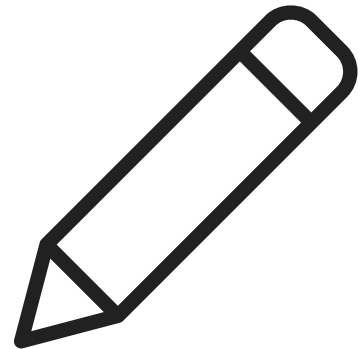
Select "Word document" from the list



Clicking on the arrow next to "Document" will allow user to rename the file.



To share, click on the Share icon (top right) and select "Share". Enter in the recipient's name.



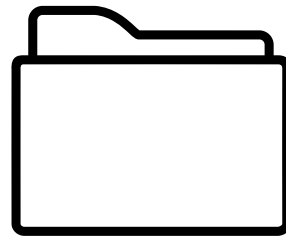
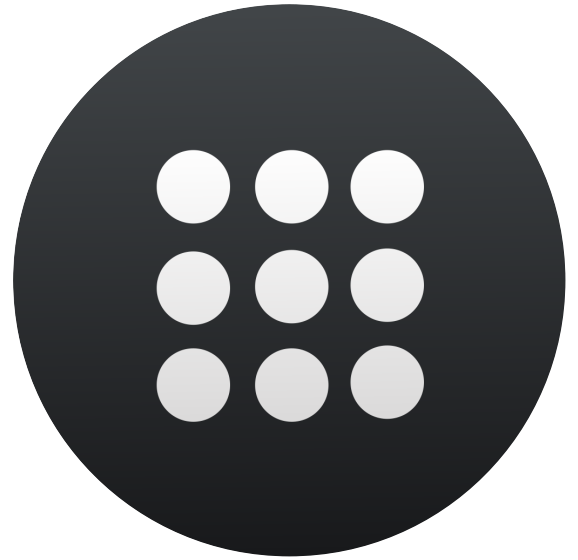
To open the document in the Desktop App, click on pencil icon at the top right of the screen and select "Open in Desktop App".



To use the speech to text function "Dictate", click on the microphone on the HOME TAB.



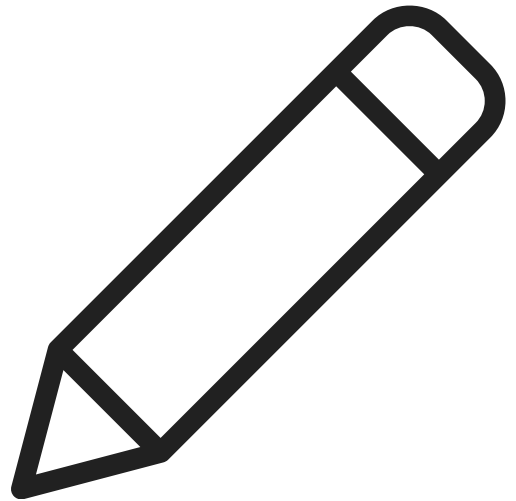
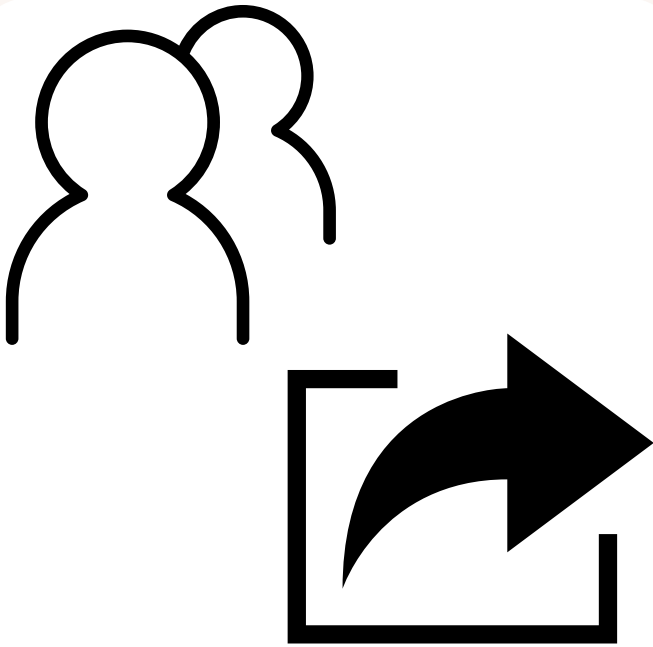
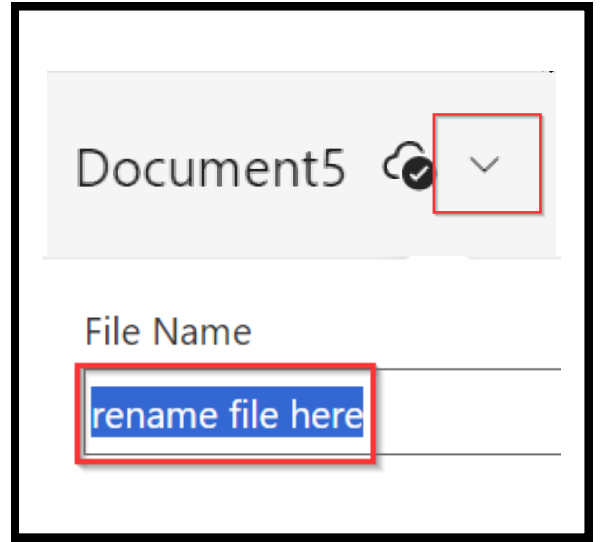
To use the text to speech function "Immersive Reader", click on the icon on the VIEW TAB.



**My files**

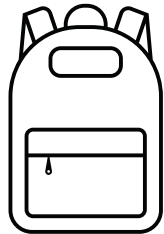


**+ Add new**

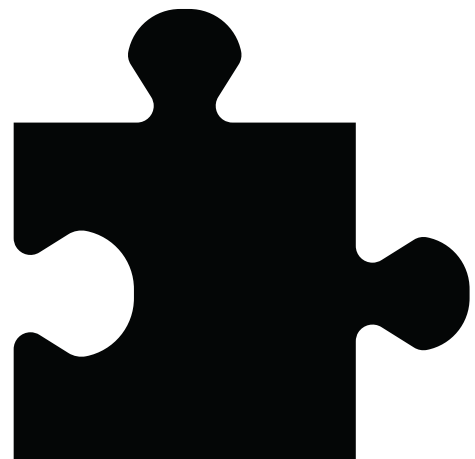
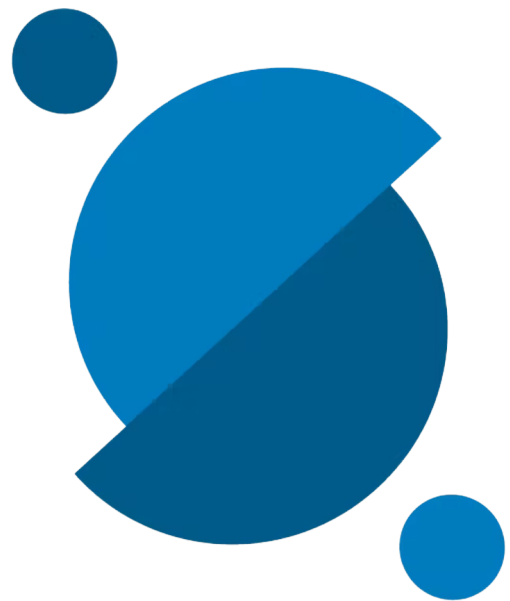


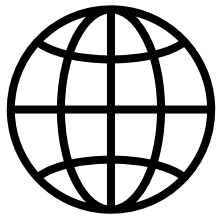


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**Assignments**

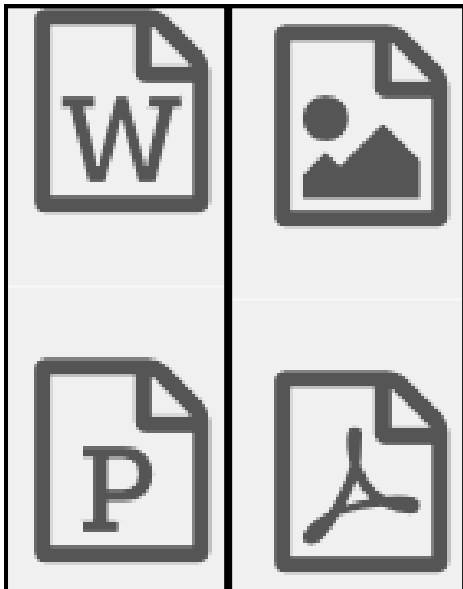




**My Site**



**Assignments**



**TURN IN**