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 My Apps shortcut when Edge opens.

From the "Quick Links" tab, click on OneDrive icon

My files

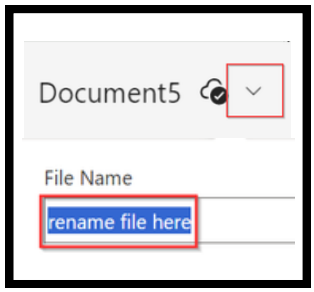
Click on "My Files" on the left to view ALL of your files.

Select a specific folder if required.

+ Create or Upload

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

Select "Word document" from the list



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

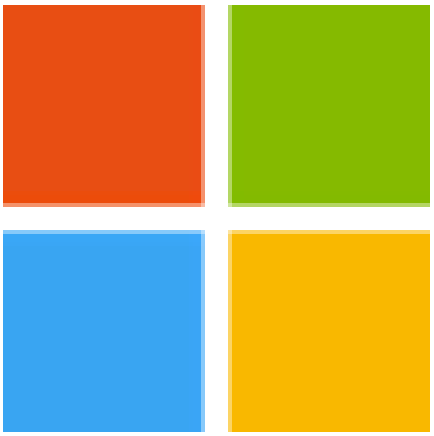
To use the speech to text function "Dictate", Click on the microphone on the HOME TAB.

Click on the "View" tab → "Immersive Reader" To use the text to speech function.

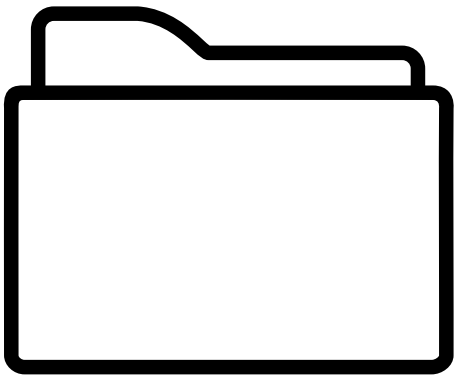
To open the document in the Desktop App, click on pencil icon at the top right of the screen and select "Open in Desktop".

To share, click on the Share icon (top right) and select "Share". Enter in the recipient's name. (View only - keep "eyeball". Editing - change to "pencil") Click "Send"







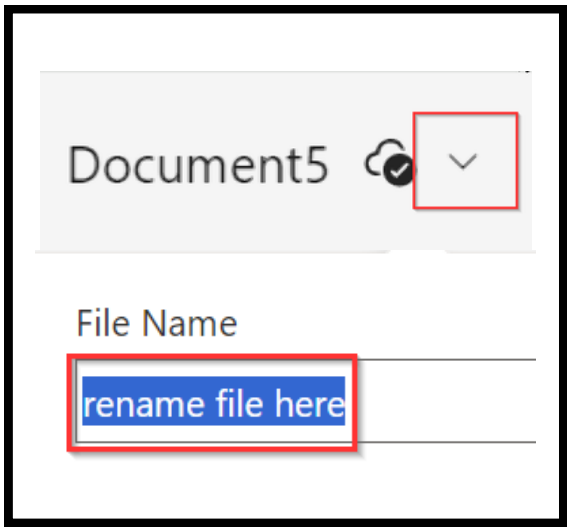


My files

+ Create or Upload






Document5
File Name
rename file here





