Microsoft Office 365

Did you know that as a student enrolled with a Department of Education school, you can download Microsoft 365 to use on your personal device for free? The Microsoft 365 suite for students includes Word, Excel, PowerPoint and Outlook. It is easy to download and install the Microsoft 365 software and you can find instructions on the SIDE website under eLearning > General Help.

This helpsheet highlights:

- Microsoft resources to help you use the different applications
- Cool features that may support you in your learning.

Microsoft support

The Microsoft Support Centre includes some useful tips and helpsheets to get you started with your projects. Visit the website for help in using:
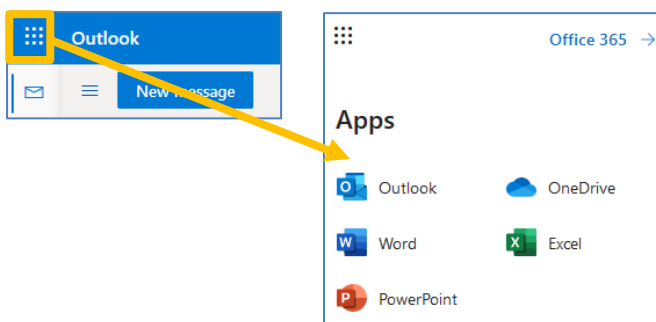
- Word
- PowerPoint
- Excel
- Outlook
- OneDrive

Microsoft cloud-based services

As well as using Microsoft 365 apps locally on your computer, you can access a web version of the suite.

To access Microsoft 365 apps online:

1. Open your DoE student email. There is also a link on the SIDE website under the Quicklinks tab.
2. Use the waffle menu in the top left-hand corner to view your Microsoft Apps:

Important Note:

Remember your online safety and that of others when working Microsoft 365 Cloud-Based services. The content you create and share must be appropriate and kind. Once you have finished using the online version of Microsoft 365, especially on a shared computer, make sure you sign out and close all browser windows. For more tips on being safe online, visit:
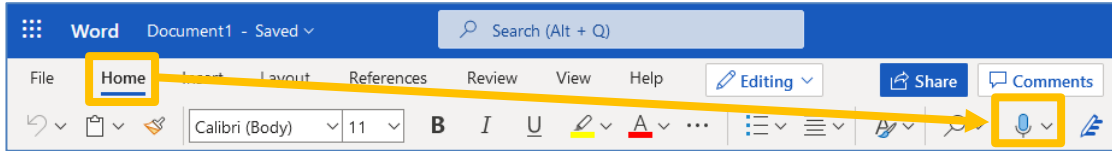
https://www.esafety.gov.au/kids/be-an-esafe-kid (primary)

https://www.esafety.gov.au/young-people (secondary)

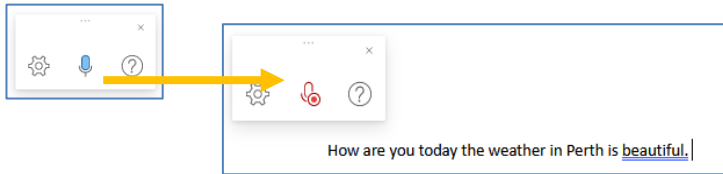# Microsoft features

There are some nifty features available with the cloud-based Microsoft applications. Two of these features, available at the moment in Word and PowerPoint are the:
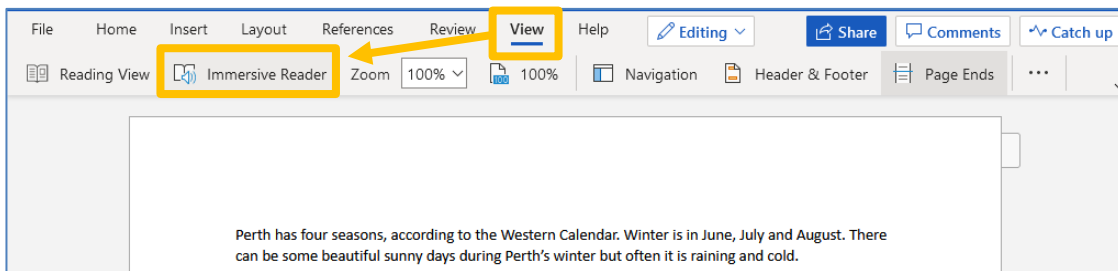
- **Dictation tool.** You can find the dictation tool under the Home tab:
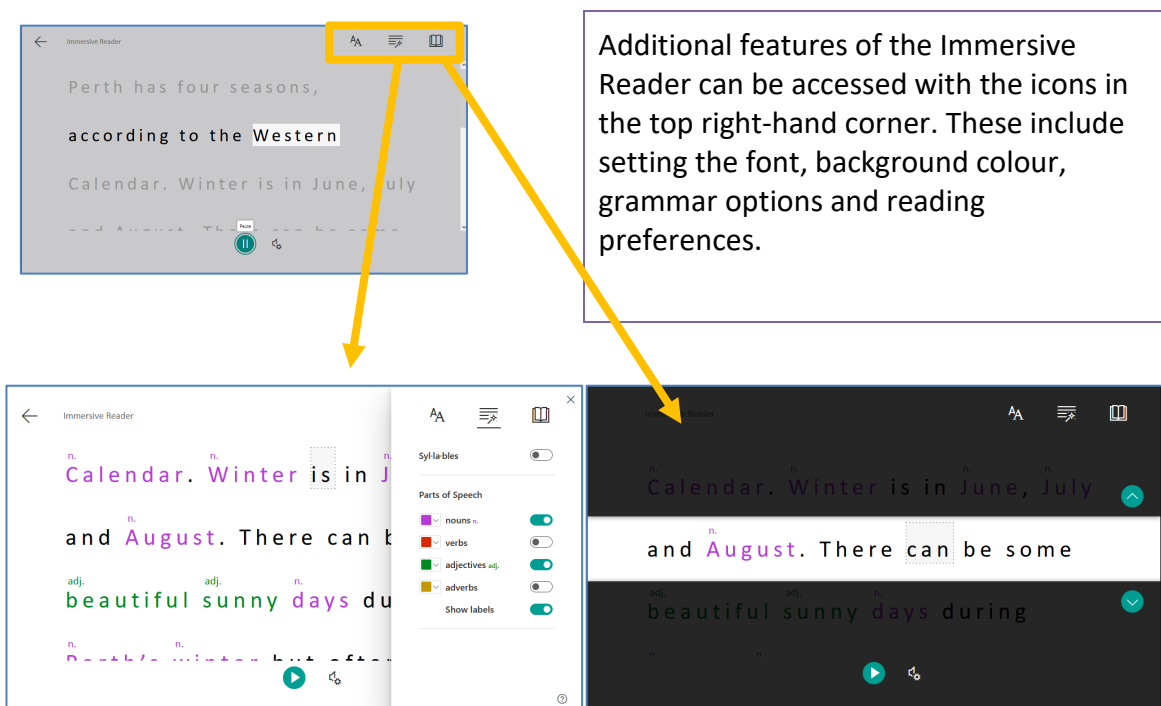

A pop-up box will appear with a microphone, most likely in the bottom, centre of your document. Click the microphone and record your voice. A transcript of what you say will appear on the page. As you can see from the example, you must edit the transcript!

- **Immersive reader.** The immersive reader allows you enter text to be read aloud. You will find the immersive reader under the View tab:

A window will then open with a play button. Click play and read along with the text you have entered:

Additional features of the Immersive Reader can be accessed with the icons in the top right-hand corner. These include setting the font, background colour, grammar options and reading preferences.