



# Getting Started

## Office Web Apps

Whether you're in the office, at home, or on the road, Microsoft® Office Web Apps give you the tools to extend your Microsoft Office experience to the Web and get things done on your terms. Work in a familiar editing environment, using features that you already know. Easily work together with people in multiple locations, regardless of what Microsoft Office version is installed on their computers or if Microsoft Office is not installed. View your files in high-fidelity and edit them with confidence. Welcome to Office Web Apps—the perfect Web-based companions to Microsoft Office 2010.

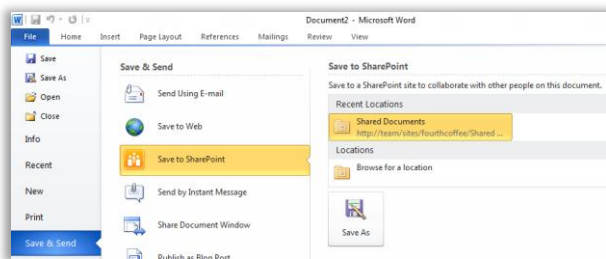
### Access and edit your files online

Post the content that you create in Microsoft PowerPoint®, Microsoft Word, Microsoft Excel®, and Microsoft OneNote® on your desktop to a Microsoft SharePoint® 2010 site. Then access, view, edit, and share those files from almost any computer with an Internet connection.

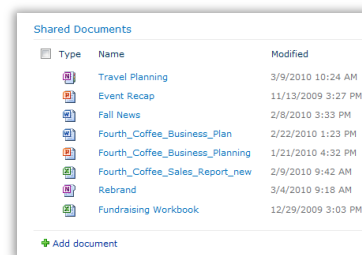
### Upload your files to the Web

After you save your document, presentation, workbook, or notebook to a SharePoint 2010 site, you can view or edit those files in Office Web Apps.

- To save your file to a SharePoint site directly from Word 2010, PowerPoint 2010, or Excel 2010, click the **File** tab to open **Microsoft Office Backstage™** view, click **Save & Send**, and then click **Save to SharePoint** as shown here.



- To save your notebook to a SharePoint site directly from OneNote 2010, click the **File** tab to open **Backstage** view, click **Share**, and then click **Network** to specify the SharePoint location.
- To upload one or multiple files directly from SharePoint, click the **Add Document** command that appears at the bottom of a SharePoint document library as you see here.

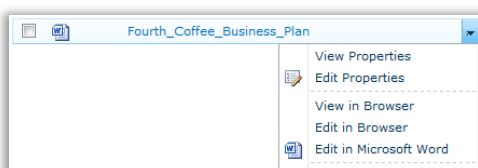
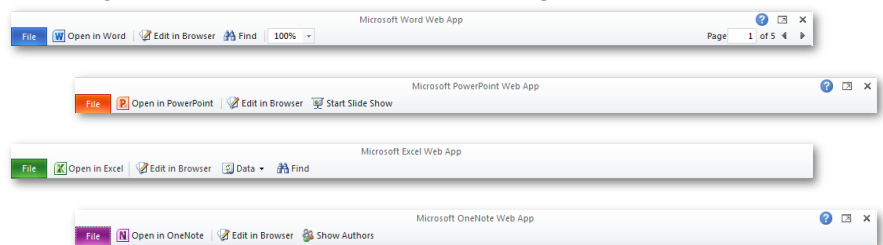


**Note:** Office Web Apps require an appropriate device, Internet connection, supported browser, and either SharePoint Foundation 2010 for business use or a Windows Live™ ID for personal use. To view and edit your files online from a SharePoint 2010 site, Office Web Apps must be installed by your organization. For access to your files online from a computer that is not connected to your corporate network, talk with your IT department about enabling extranet settings for your SharePoint 2010 site. For Office Web Apps on Windows Live, OneNote Web App and editing in Word Web App will become available in the second half of calendar year 2010. Supported browsers include Windows® Internet Explorer® 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux.

### Open your files for viewing online

When Office Web Apps are installed in your organization, just click a Word, Excel, PowerPoint, or OneNote file name in your SharePoint 2010 document library and it opens by default in Office Web Apps.

- Word, Excel and PowerPoint documents open by default in Office Web Apps in view mode (also called Reading View).
- OneNote notebooks open by default in Office Web Apps in edit mode (also called Editing View), unless the notebook is set to be read-only. To view your notebook in Reading View after it opens for editing, on the **View** tab of the Ribbon, click **Reading View**.
- The command bars that appear in view mode for each Office Web App provide consistent access to the types of commands you may commonly require when viewing your files. For example, update data in an Excel workbook, search for text in a Word document, show your PowerPoint slide show, or view the authors of recent edits in a OneNote notebook.



### Open your files for editing online

When your document, presentation, workbook, or notebook is open in view mode in Office Web Apps, just click the **Edit in Browser** button on the command bar to begin editing the file online.

- To open a file for editing online directly from your SharePoint library list, click the dropdown arrow that appears when you point to the file name to expand file options and then click **Edit in Browser**.

## Open your files in the desktop application

When you need access to all of the rich tools in the Microsoft Office applications on your desktop, it takes just a click to open your file in Word, Excel, PowerPoint or OneNote directly from Office Web Apps. In view mode, on the command bar, click Open in <Application>. In edit mode, find the same command on the Home tab of the Ribbon, in the Office group.

**Note:** The ability to open your file in the desktop application directly from Office Web Apps is available on computers running a supported Windows Internet Explorer, Safari, or Firefox browser as well as Office 2003 or a later version of Microsoft Office for Windows. This functionality will also be available on computers running a supported Safari or Firefox browser along with the forthcoming Office for Mac 2011.



**Tip:** PowerPoint, Excel, and OneNote files save automatically as you edit in Office Web Apps. To save a Word document while editing in Word Web App, click the Save button on the Quick Access Toolbar that appears above the File tab on the Ribbon.

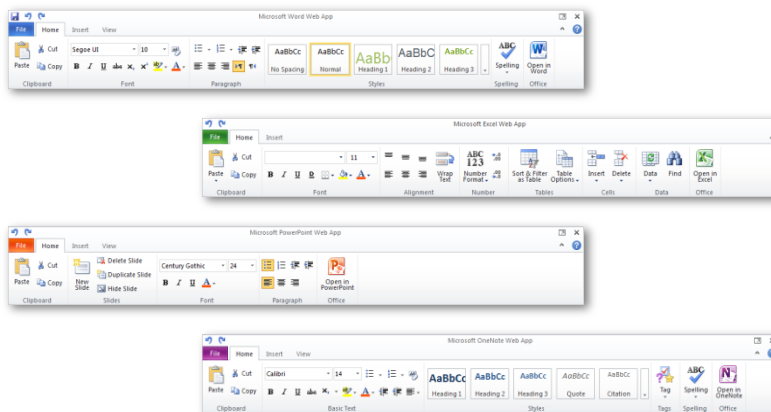
## Get started right away

With Office Web Apps, you can work in a familiar environment, using some of the same editing and formatting features that you know and use every day in Microsoft Office.

### Use familiar editing tools

Getting started is easy with many familiar features on the Ribbon across Office Web Apps, including basic editing tools, font formatting, undo and redo commands, and much more. When you open a file for editing in Office Web Apps, remember how much you already know from the Microsoft Office programs you use on your computer every day.

- Find many familiar shortcuts for editing and formatting as well. For example, take advantage of several keyboard shortcuts that use Ctrl + the first letter of the command including Ctrl + B, Ctrl + I, and Ctrl + U for bold, italic and underline formatting respectively; Ctrl + S to save documents in Word Web App, or Ctrl + F to find file content in Word or Excel Web Apps.



**Tip:** As in the Microsoft Office programs on your desktop, find commands in consistent locations across Office Web Apps. For example, notice the undo and redo commands directly above the File tab, the Clipboard group at the start of the Home tab, and the option to open the file in the desktop application at the end of the Home tab.

## Work together without waiting your turn

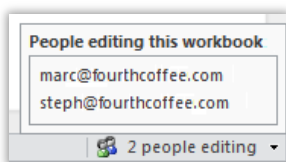
Simultaneously edit the same Excel workbook or OneNote notebook with others using Office Web Apps.

Edit the same workbook or notebook at the same time with people in different locations, and see changes that others make update in near real-time.

### Edit Excel workbooks simultaneously with others

When you open a workbook for editing in Excel Web App at the same time that someone else has the file open for editing, you are automatically editing simultaneously.

- Click the **people editing** indicator on the right side of the status bar at the bottom of the Excel Web App window (as shown here) to see who else is currently editing the workbook.



### Edit OneNote notebooks simultaneously with others

Edit the same OneNote notebook with others who are using OneNote Web App or OneNote 2010.

- When you open a OneNote 2010 notebook for editing in OneNote Web App or OneNote 2010 at the same time that someone else has the notebook open for editing in one of those programs, simultaneous editing begins automatically.
- Explore new features for working with shared notebooks in both OneNote Web App and OneNote 2010, including access to previous page versions as well as the ability to show who authored specific content in your notebook. In OneNote Web App, find these options on the **View** tab.

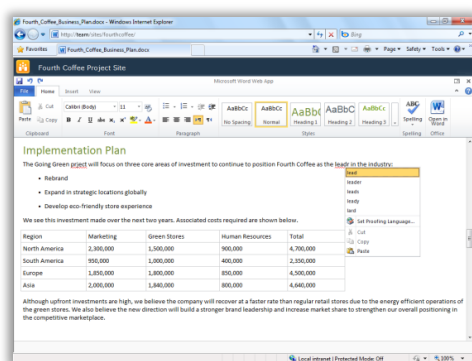
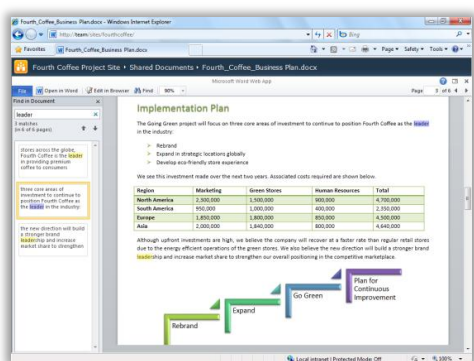


**Tip:** You can also simultaneously edit Word 2010 documents and PowerPoint 2010 presentations using new co-authoring capabilities in Word 2010 or PowerPoint 2010 on your desktop. To do this, upload your document or presentation to a SharePoint 2010 site and then open it for editing in Word 2010 or PowerPoint 2010 at the same time as one or more others have the same file open for editing in the desktop application.

## Get started with Word Web App

View your documents online in high-fidelity and use familiar tools that you'll recognize from Word such as AutoCorrect, spell-checking as you type, font and paragraph formatting, and tables.

- Search for document text, print the document, copy text, or browse pages directly from Word Web App when in View mode. Click the **File** tab on the command bar for the **Print** command. Click the **Find** button on the command bar to open the **Find in Document** pane.
- Edit and format text, including many font and paragraph formatting commands, bullets and numbering, and paragraph styles. You can also insert and edit tables as well as insert and resize pictures. When your insertion point is in a table or you select a picture, contextual tabs appear automatically to provide additional tools.

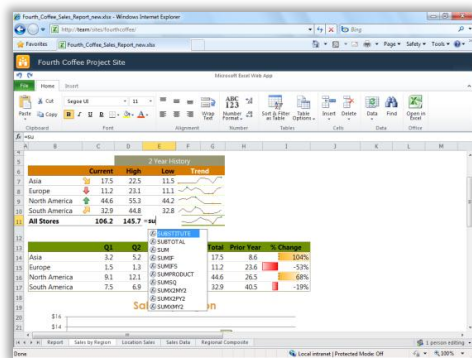
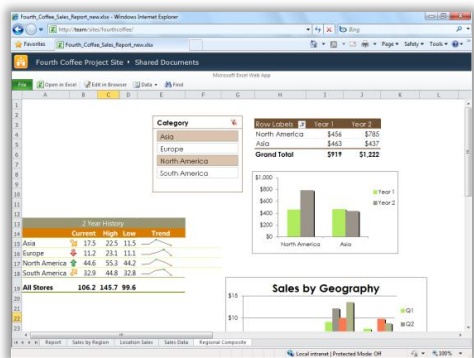


**Tip:** To preserve your content from the desktop to Web and back, some objects that you cannot edit in Word Web App appear in placeholders when you edit the document in Word Web App, such as charts and content controls. Similarly, bullets and numbering may appear in a default format when your document is open for editing in Word Web App mode. View your document in Reading View or open it in Microsoft Word on your desktop to see your full document content in high fidelity.

## Get started with Excel Web App

See rich workbook content update automatically as you edit cell data and enjoy many of the same features that you know from Excel, such as IntelliSense lists that appear as you begin to type a function name.

- When your workbook is open in Excel Web App in view mode, you can browse the workbook using familiar tools like sheet tabs and row and column headings, sort and filter data in tables and PivotTable views, or select categories in a Slicer, as shown here. Or, use options on the command bar to refresh data connections or search for content in the workbook.
- When your workbook is open for editing in Excel Web App, you can edit cell values, edit and format cells and text, and insert Excel tables with banded rows and AutoFilters. As shown here, just type an equal sign and then begin typing the function name you need to access an IntelliSense list containing many of the same functions you know from Excel.

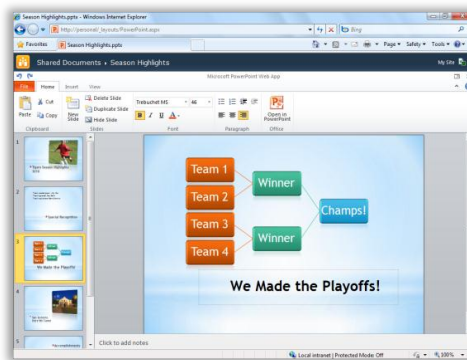


**Tip:** When you edit cell values that are part of the data source for rich content in your workbooks, such as charts and Sparklines, you see all affected objects update in near real-time.

## Get started with PowerPoint Web App

Deliver your presentation anytime, from virtually anywhere and use some of the features that you already know from PowerPoint. Add or delete slides, change font and paragraph formatting, apply a slide layout, replace a picture, or create a SmartArt® diagram.

- Browse slides, run your slide show in high-fidelity, or view and copy slide notes or slide outline text directly from PowerPoint Web App in view mode. To view slide notes, click the **Notes** command that appears at the bottom of the PowerPoint Web App window. To view your slide outline, click the **File** tab and then click **Outline View**. To copy notes or outline text, select the text to copy and then press Ctrl + C or use the **Copy** command in your browser.
- Edit and format text, insert pictures, and create or edit SmartArt graphics in PowerPoint Web App in edit mode. You can also add, delete, duplicate or hide slides, and view and edit slide notes. On the **Insert** tab of the Ribbon, access the option to insert a picture whenever an available picture or content placeholder appears on the active slide. The option to insert a SmartArt graphic is accessible whenever an available content placeholder appears on the active slide. When you select a picture or a SmartArt graphic, contextual tabs appear to provide additional tools for working with those objects.



## Get started with OneNote Web App

Store and share all of your ideas easily using some of the same features that you find in OneNote on your PC, such as AutoCorrect, spell-checking, tags, text styles, and pictures.

- Add pages and sections, edit and format text in your notes, add or remove Note Tags, or insert tables and pictures. You can also view and restore previous page versions and view who authored particular notes. Right-click a page or section tab in the navigation pane for quick access to several features, such as to insert or delete a page or a section or to view page versions. When viewing a previous page version, the option to restore that version appears at the top of the page.
- When you open a notebook in Reading View, you can browse the notebook using the navigation pane, view who authored content in the notebook, and view and restore page versions. Access page versions when you right-click a page tab in the navigation pane.

