



Discovering Treasure in Office 365

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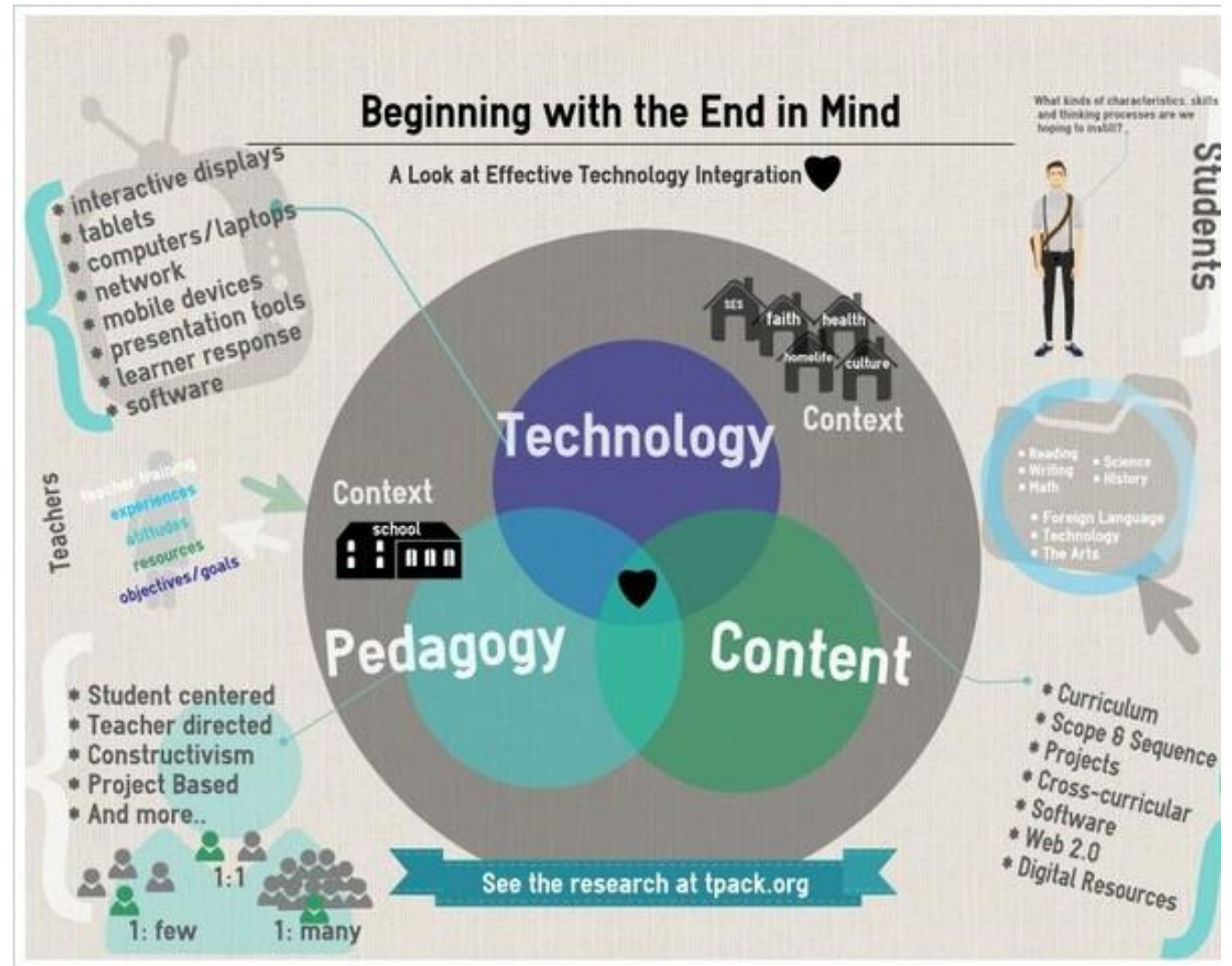
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Agenda

- 4:00 Intro and sign into Microsoft Education Community and Ed Tech overview
- 4:15 Intro to Office 365 and OneDrive
- 4:30 Office 365 “How To’s”
- 5:50 Q&A
- 6:00 Close

The task of Integration: TPACK Framework

- Dynamic relationship between areas of knowledge
- Focuses on the overlapping of the 3 areas to create the most meaningful teaching with technology



<http://www.tpack.org>



Microsoft Education Community
education.microsoft.com/

- Sign in using Office 365 and use your BISD credentials
- Use the courses and Webinars to learn more about using Microsoft tools in education
- Certificates are awarded as well
- Microsoft Education Center (Preview)

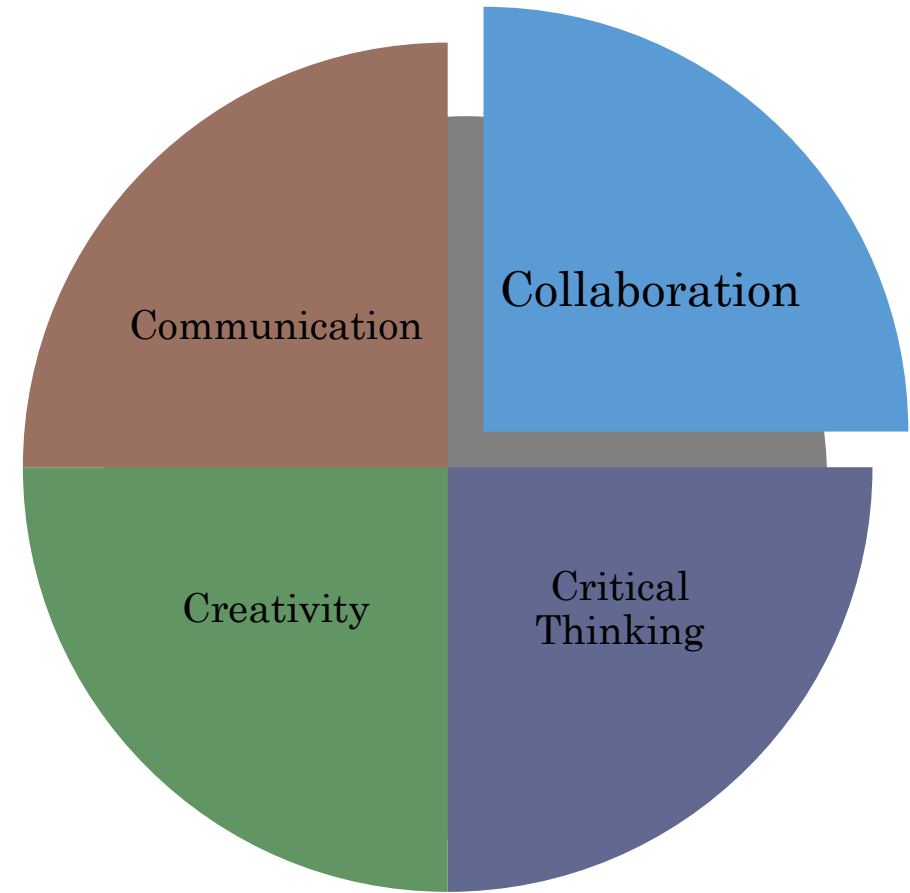
Hoonuit for BISD

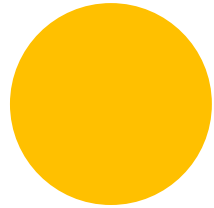
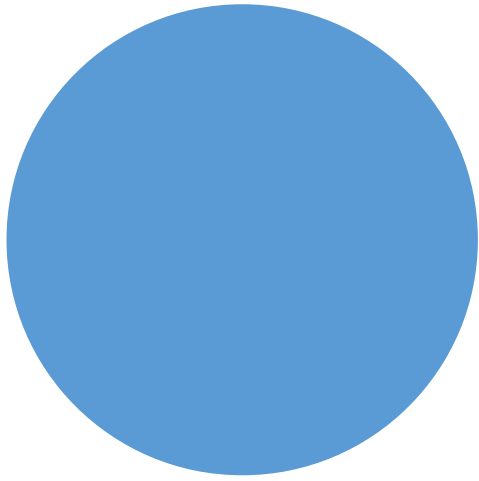
Why Collaborative Learning?

Collaboration is one of the 7 educator standards from ISTE

<https://bit.ly/2BQSOja>

The Four C's of 21st Century Education





What is Office 365?





















...integrated online tools consisting of apps and services, for personal or business use. Get apps like Word, Excel, PowerPoint, Skype, Minecraft and more



How To...

Good afternoon

Install Office ▾

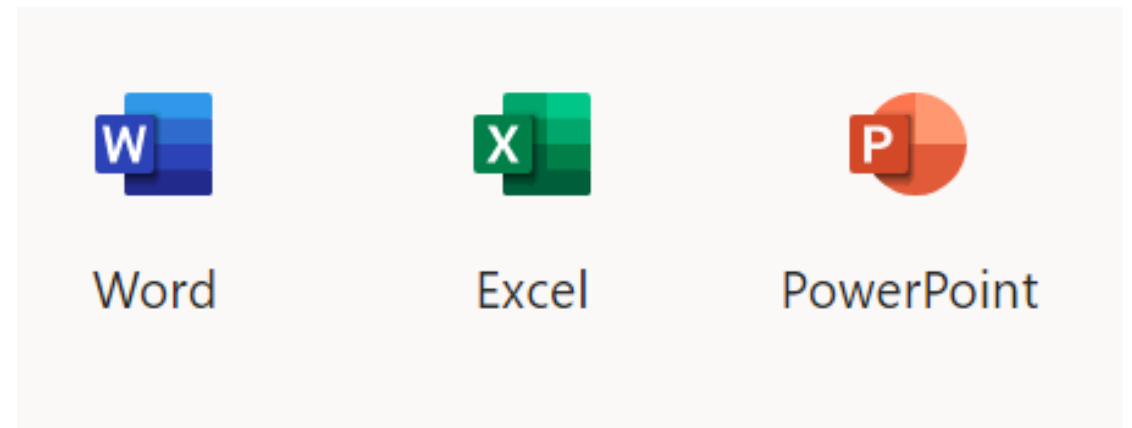
 Start new ▾	 Outlook	 OneDrive	 Word	 Excel	 PowerPoint	 OneNote	 SharePoint	 Teams	 Class Notebook	 Sway
 Forms	 Nearpod	 Kaizala	 Actively Lea...	 Padlet	 Nearpod	 Flipgrid	 Kahoot!	 All apps		

Office 365 Main Menu

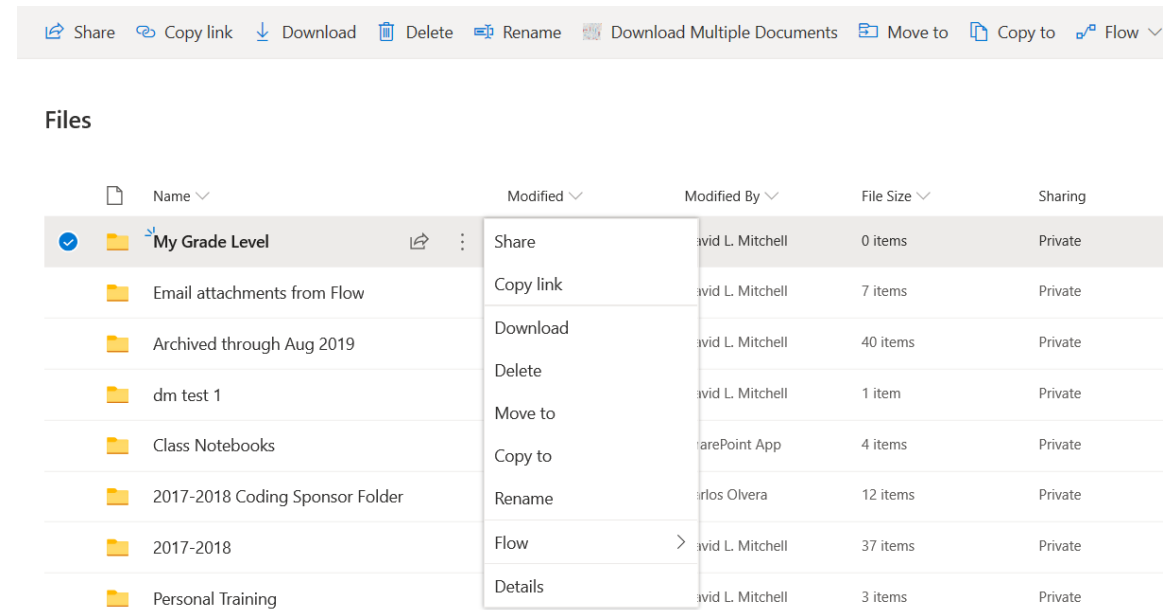
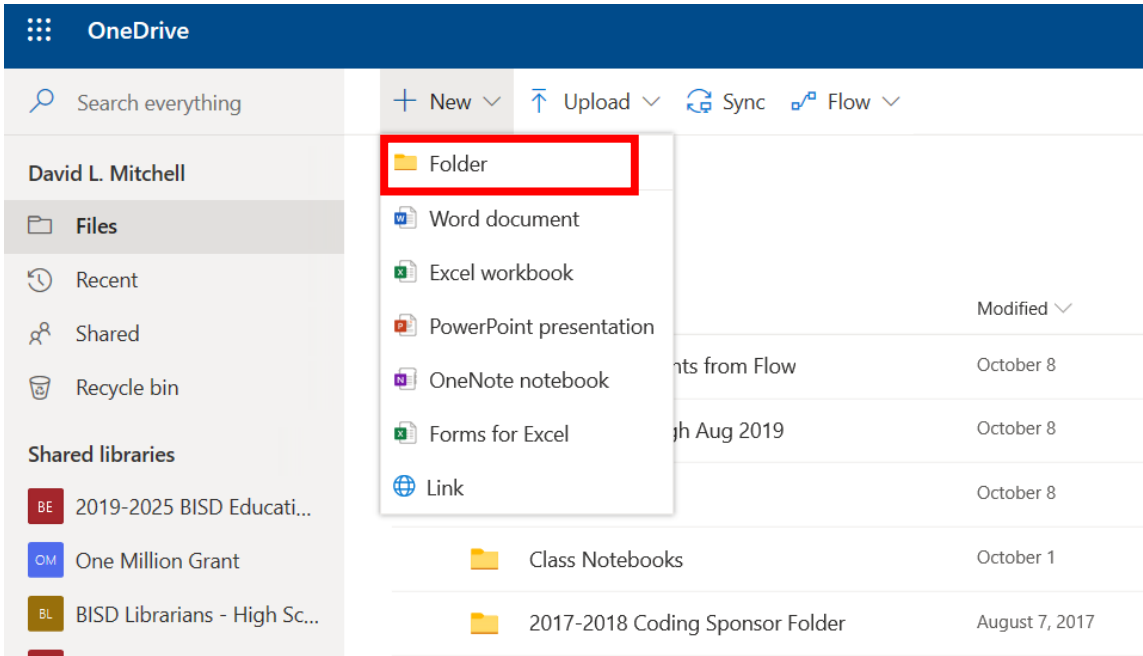
Login to your Office 365 account

Creating a New Document

- One drive highlights
- Create a new Word, Excel and PowerPoint Document Online in tabs
- Use full version of each
- Download full version on personal devices



[Microsoft Office Quick Starts](#)

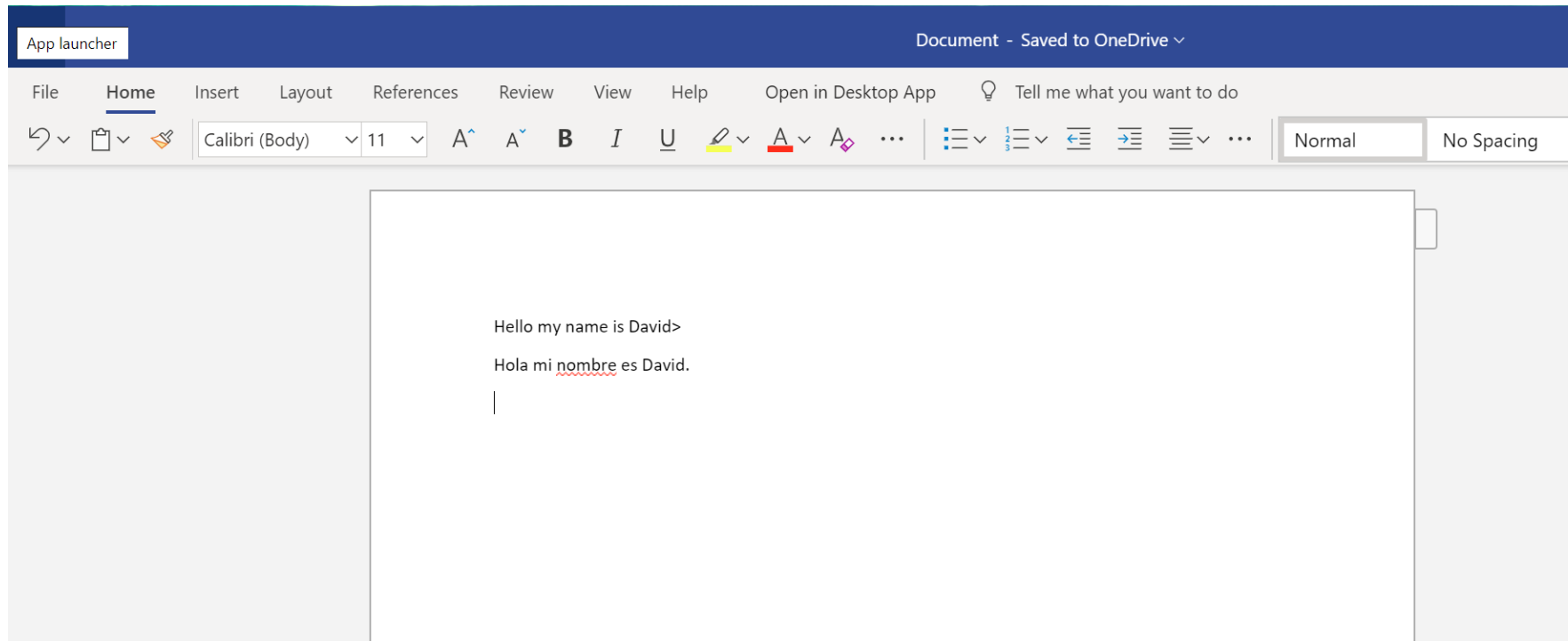


Sharing Files on OneDrive

Create a New Folder to Share with your students, grade level or team

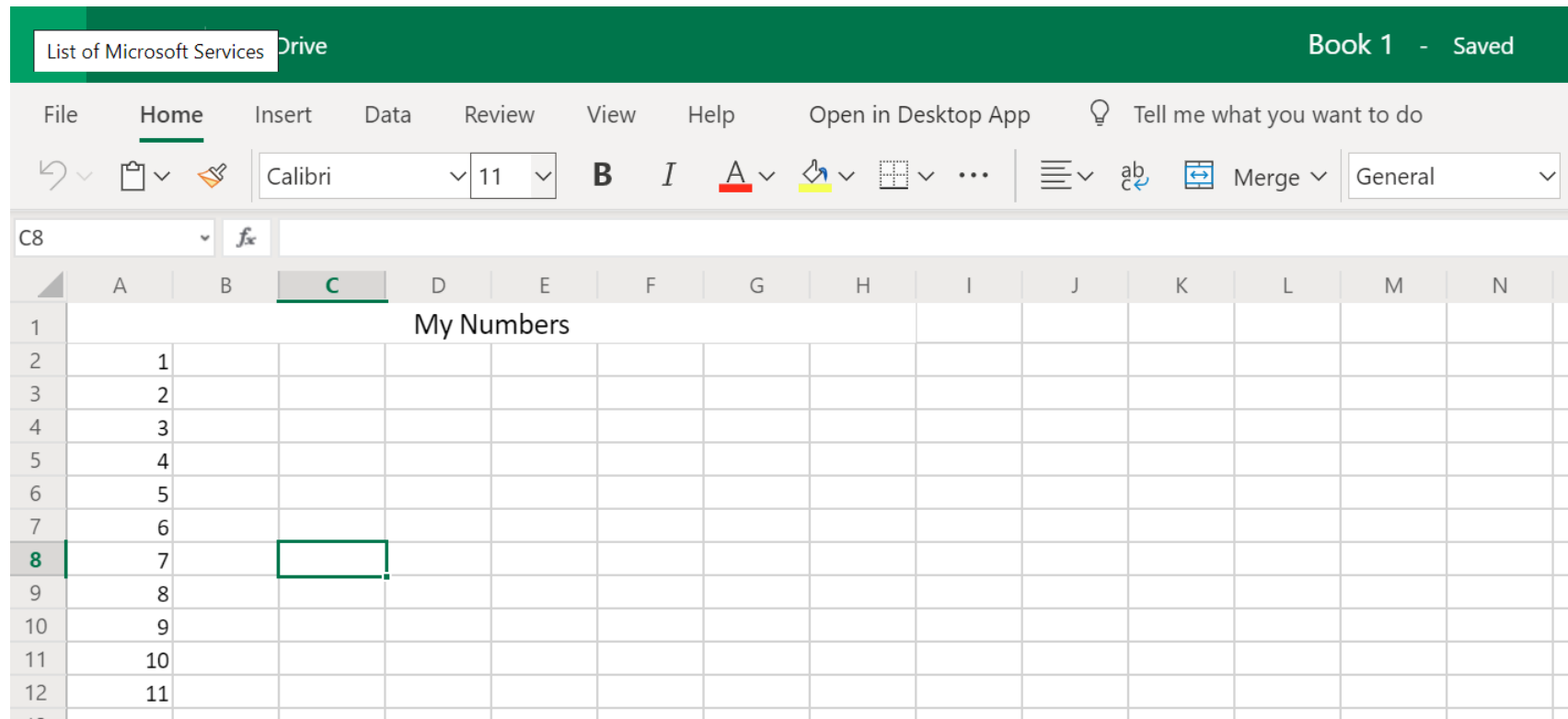
Tools in Word

- Save as a PDF
- Smart Lookup: References>Research>Smart Lookup (Full version)
- Translate: Review>Translate



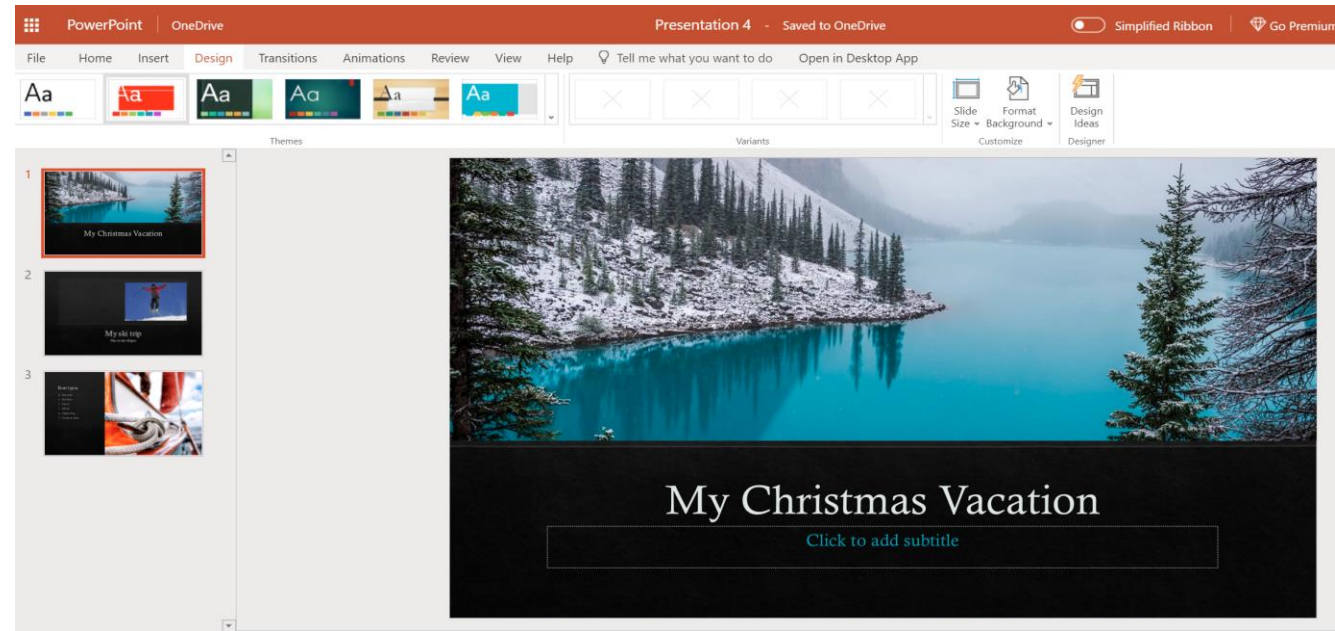
Tools in Excel

- Templates (More in the full version)
- AutoFill
- Merge and Center (Titles)

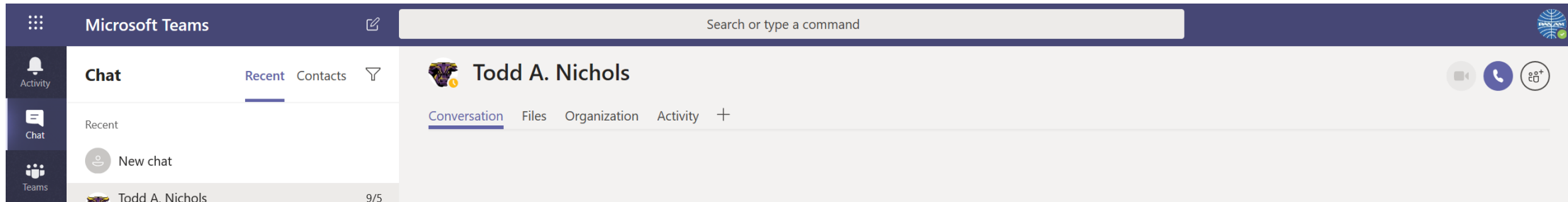


Tools in PowerPoint

- Save as a PDF or as images
- Insert Screen Clippings:
Insert>Screen Shot> Clippings
(Full Version)
- Insert Online images:
Insert>Online images
 - Insert>Pictures>Bing Pictures
- Get Design Help: Design>Design Ideas



Calling in Office Teams



- Individual Call: Chat>Search for name>Click the phone icon or video icon
- Team Call: Team> Click on Video at bottom> Meet now> Invite attendees