

Course Description

Office Online for Getty Users

This one-hour demo teaches Getty staff how to work more confidently and efficiently in Office Online. Feel free to follow along in your own account, and reference the recording after to review.

Prerequisites

Make sure you have tested logging in to your Office Online account.

Course Length

1 hour

Course Highlights

In this course, you will learn how to:

- Organize your OneDrive into folders
- Upload existing files into OneDrive
- Save new files into OneDrive
- Delete and restore files
- Open files from your OneDrive into the online apps (Word Online, Excel Online, PowerPoint Online)
- Edit files online
- Open, edit, and save files in Desktop equivalent
- Learn how to safely share your files by inviting others to edit with you, collaborating in real-time