

# Chapter 1: Preparing to Use the Office Web Apps

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## *In This Chapter*

- ✓ Understanding how the Office Web Apps work
- ✓ Signing up to use the Office Web Apps
- ✓ Using Windows Live SkyDrive to store files online
- ✓ Maintaining folders on SkyDrive

**T**his chapter introduces you to the Office Web Apps, the online versions of Word, Excel, PowerPoint, and OneNote. Respectively, these applications are called Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App.

Anyone can use these applications. You don't have to pay a fee of any kind or install Office 2013. All you need is an Internet connection and a Microsoft Account. Moreover, users of the Office Web Apps can collaborate online with one another to create Word documents, Excel worksheets, PowerPoint presentations, and OneNote notebooks. As long as both of you are connected to the Internet and have a Microsoft Account, you and your colleague can work together on the same file simultaneously, even if one of you is in Maine and the other is in Montana.

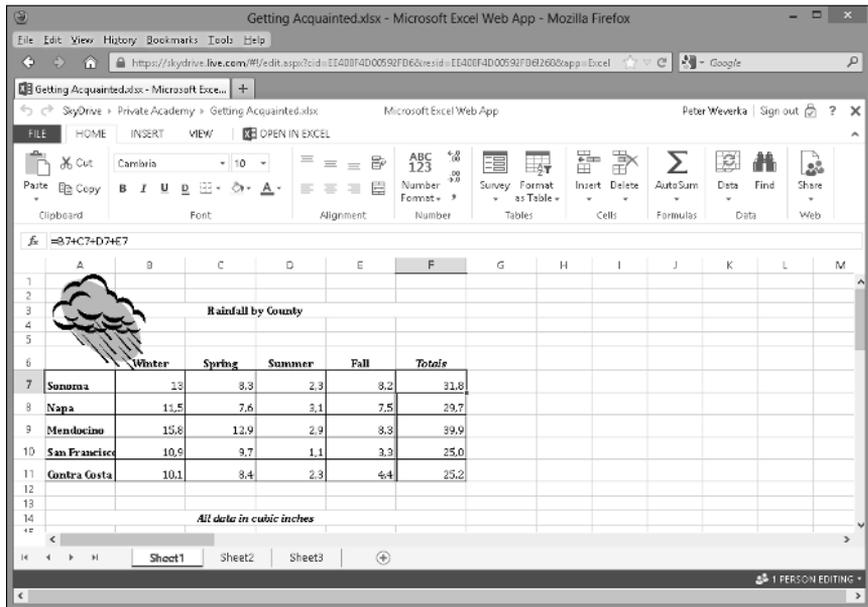
This chapter describes how the Office Web Apps work, how to sign up to use the Office Web Apps, and how to manage folders in SkyDrive, the online service for handling folders and files that you store online.

## *Introducing the Office Web Apps*

The “Web App” portion of the name “Office Web Apps” stands for *web application*. A web application is a software program that runs from a website on the Internet. Web applications are sometimes called *online applications* because the software to run them isn't stored on individuals' computers, but rather on a web server on the Internet.

The Office Web Apps are stripped-down, online versions of Excel, PowerPoint, Word, and OneNote. Figure 1-1 shows the Excel Web App. As a user of Office 2013, you'll find the Office Web Apps familiar.

**Figure 1-1:** Web applications (the Excel Web App, in this case) are run inside a browser window.



Using the Office Web Apps doesn't cost anything; Microsoft provides the Office Web Apps for free. Notice in Figure 1-1 how Excel Web App appears inside a browser window. Wherever you go and whatever you do with an Office Web App, you do it inside a browser window. When you give commands to run an Office Web App, the commands are transmitted by your browser over the Internet to the Office Web App.

To run a web application, you start from your computer and open Internet Explorer, Firefox, or another web browser. Then, using your browser to sign in to your Microsoft Account, you go to a website where you can start the web application. From there, you open a file and get to work. Files you work on are, like the web application itself, stored on the Internet, not on your computer.

## *Storing and Sharing Files on the Internet*

Here's something else that is unique about computing with the Office Web Apps: The files you work on aren't stored on your computer, but rather on web servers on the Internet.

Storing files on the Internet makes sharing files on the Internet possible. The files aren't kept on one person's computer. They're kept on the Internet, on

a web server, where everyone with an Internet connection and permission to edit the files can edit them.

Using an Office Web App, two or more people can work on the same file at the same time. For that matter, a dozen or a hundred people can work on the same file using an Office Web App.

This ability to share files — Microsoft uses the term *coauthor* to describe what happens when two or more people work on the same file — is one of the great advantages of the Office Web Apps. In fact, being able to share files is *the* greatest advantage. By themselves, the Office Web Apps aren't anything to crow about, but being able to share files, and being able to work on a shared file in an Office Web App or an Office 2013 program, is what makes the Office Web Apps special.

## Office Web Apps: The Big Picture

The good news is that you can get up and running with the Office Web Apps in a matter of minutes if you have an Internet connection and a Microsoft Account. Testing the waters doesn't require any special software or high-tech gadgetry on your part.

To use the Office Web Apps, start by setting up a Microsoft Account. Account holders get to use the Office Web Apps, the Hotmail e-mail service, a calendar application, and SkyDrive. Using SkyDrive, you store and share Word, Excel, PowerPoint, and OneNote files.

### SharePoint 2013: The other way to use the Office Web Apps

In this book, I describe how to run the Office Web Apps from a server located on SkyDrive, a Microsoft website, but you can also run Office Web Apps without keeping your files on SkyDrive. Using a software product called SharePoint 2013, you can run the Office Web Apps from a SharePoint website on a local network. For example, you can run the applications from and store your files on a server that is owned and operated by the company you work for.

Keeping files on a network server close to home helps solve the privacy problem. Meddlers and spies who want to steal files have a harder time getting them from a server on a closed network than they do from a SkyDrive folder on the Internet. To maintain a SharePoint 2013 website, however, you need a fair amount of technical expertise. If SharePoint 2013 interests you, see *SharePoint 2013 For Dummies*, by Ken Withee.

Starting in SkyDrive, you can also create Word, Excel, PowerPoint, and OneNote files with Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App. SkyDrive provides folders for storing and sharing files. You can invite other people to access your SkyDrive folders, open your Office files, and collaborate with you.

### *Creating a Microsoft Account*

To start using the Office Web Apps, create a Microsoft Account. After you create it, you can begin creating Office files, storing your files in SkyDrive, and sharing your files in SkyDrive (the SkyDrive service is available to everyone who has a Microsoft Account).

To sign up for a Microsoft Account, go to this web page:

<https://signup.live.com>



Especially if you intend to share files, choose a password carefully when you sign up for a Microsoft Account, and change your password from time to time as well. A good password is one that includes numbers and letters; and most important, a good password is one that you *don't* use for other purposes. If you use the same password for your Microsoft Account, your online banking, and your workplace e-mail, for example, anyone who learns your password at one place immediately has access to all three places. What's more, Microsoft Accounts, especially the Hotmail component, are notorious for being cracked by online spammers and con artists.

### *Signing In and Out of Your Microsoft Account*

Follow these instructions to sign in and out of your Microsoft Account:

- ◆ **Sign in from an Office application:** Click File and choose Account. In the Account window, click the Sign In button. You see the Sign In to Office dialog box. Choose Microsoft Account, enter your user name, enter your password, and click the Sign In button.
- ◆ **Sign in on the Internet:** Go to this web page: <https://login.live.com>. Then enter your user name, enter your password, and click the Sign In button.
- ◆ **Sign out from an Office application:** Click your user name in the upper-right corner of the screen and choose Account Settings on the drop-down list. The Account window opens. Click the Sign Out link.
- ◆ **Sign out on the Internet:** Click your user name in the upper-right corner of the screen. Then choose Sign Out on the drop-down list.

## Navigating in a Microsoft Account

Follow these steps to get place to place in your Microsoft Account:

### 1. Click the Navigation button.

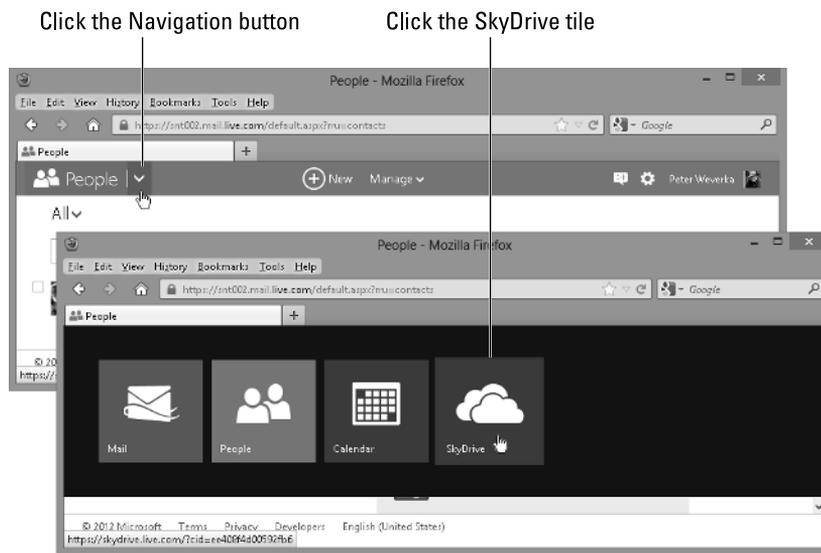
Figure 1-2 shows where this button is located. A drop-down menu appears after you click the button, as shown in Figure 1-2.

If you don't see the Navigation button, click your user name (you'll find it in the upper-right corner of the screen) and click Edit Profile on the drop-down list. You land in the Profile page. This page offers the Navigation button.

### 2. Click SkyDrive or another tile.

Clicking SkyDrive opens the SkyDrive window.

Depending on how your Microsoft Account is set up, you may see a navigation bar rather than the Navigation button in some windows. Click SkyDrive on the Navigation bar to go to the Sky Drive window.



**Figure 1-2:**  
Going to the  
SkyDrive  
window.

## Managing Your Folders

All folders you create for storing files are kept in SkyDrive. SkyDrive can store up to 7GB of files. The notice in the lower-left of the SkyDrive window tells you how many gigabytes (GB) remain available for storing files.

To begin with, SkyDrive gives you three folders — Documents, Pictures, and Public. Your first task if you want to work with the Office Web Apps or share files with others is to create folders for storing your files. These pages explain how to create folders of your own, get from folder to folder in SkyDrive, and do folder-management tasks such as renaming, deleting, and moving folders.

### ***Creating a folder***

Create folders to store and organize your files on SkyDrive. Follow these steps to create a folder:

- 1. If you want to create a subfolder (a folder inside another folder), open the folder that your new folder will go into.**

To open a folder, click its name.

- 2. Click the Create button and choose Folder on the drop-down list.**

A new folder appears.

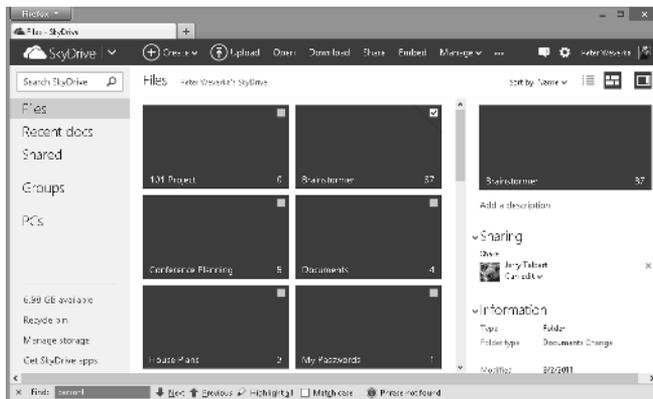
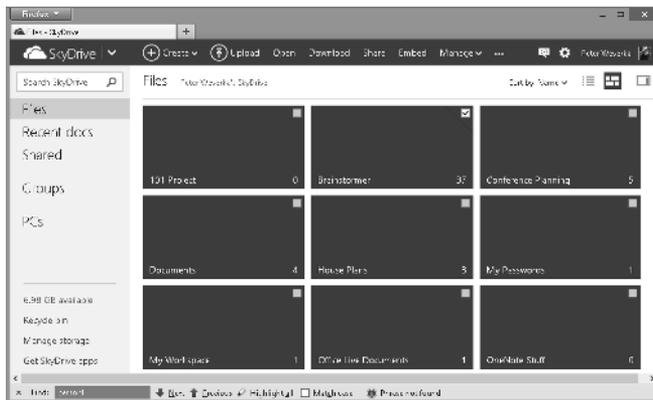
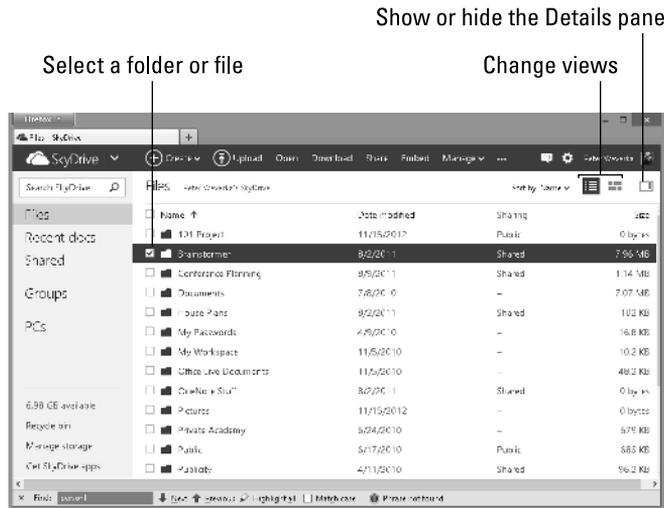
- 3. Enter a name for the folder.**

Chapter 2 of this mini-book explains how to upload files from your computer to a folder in SkyDrive.

### ***Viewing and locating folders in the SkyDrive window***

Use the SkyDrive window to store and locate folders, subfolders, and files in your Microsoft Account. The SkyDrive window offers these tools for managing folders:

- ◆ **Searching:** Enter a search term in the Search SkyDrive box to search for a folder or file.
- ◆ **Sorting:** Click the Sort By button and choose an option to rearrange folders and files in the SkyDrive window. Sorting is helpful for finding a folder or file in a long list.
- ◆ **Viewing:** Click the Details View or Thumbnails View button to see your folders and files in Details view or Thumbnails view, as shown in Figure 1-3:
  - Details view presents detailed information about folders and files — when they were last modified, whether they are shared, and file sizes.
  - Thumbnails view presents folders and files in thumbnail form.
- ◆ **Displaying the Details pane:** Select a folder or file and click the Show or Hide Details Pane button to open the Details pane and get detailed information (see Figure 1-3). You can also display the Details pane by right-clicking a folder or file and choosing Properties.



**Figure 1-3:** The SkyDrive window in Details view (top), Thumbnails view (middle), and Thumbnails view with the Details pane showing (bottom).

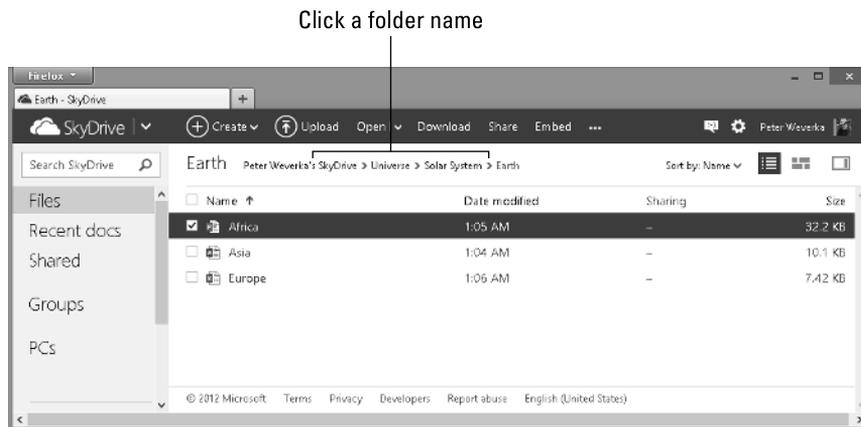
Click the check box on a folder or file to select it (see Figure 1-3). Before you can rename, delete, or move a file, you have to select it.

### *Going from folder to folder in SkyDrive*

After you accumulate a few folders on SkyDrive, getting to the folder you want to open can be an arduous, interminable journey. To help you on your way, SkyDrive offers different techniques for going to a folder:

- ◆ **The drill-down method:** Starting in the SkyDrive window, click a top-level folder to display its subfolders. If necessary, keep drilling down this way until you reach the folder you want to open.
- ◆ **The SkyDrive Navigation bar method:** The *SkyDrive Navigation bar* — located beside the folder name — lists the path to the folder that is currently open. To backtrack, click the name of a folder on the path, as shown in Figure 1-4.
- ◆ **The browser button method:** Click the Back or Forward button in your browser to open a folder you previously opened.

**Figure 1-4:**  
Click a folder name on the Navigation bar to open a folder.



To return to the top-level SkyDrive window, either click the SkyDrive button or click Files in the SkyDrive Navigation pane.



By bookmarking a folder in your browser, you can go straight to a folder without having to navigate to it in SkyDrive. After you choose the bookmark (and enter your ID and password if you haven't yet signed in yet), the folder opens.

## *Deleting, moving, and renaming folders*

To delete, move, or rename a folder, start by selecting it in the SkyDrive window (click its check box). Then use these techniques:

- ◆ **Moving a folder:** Click the Manage button and choose Move To on the drop-down list. A dialog box opens with a list of your folders on SkyDrive. Select a folder in the list and click the Move button. You can also right-click a folder and choose Move To.
- ◆ **Deleting a folder:** Click the Manage button and choose Delete on the drop-down list. You can also right-click and choose Delete.
- ◆ **Renaming a folder:** Click the Manage button and choose Rename on the drop-down list. Then enter a name. You can also right-click and choose Rename.

