

Office Web Apps on SharePoint

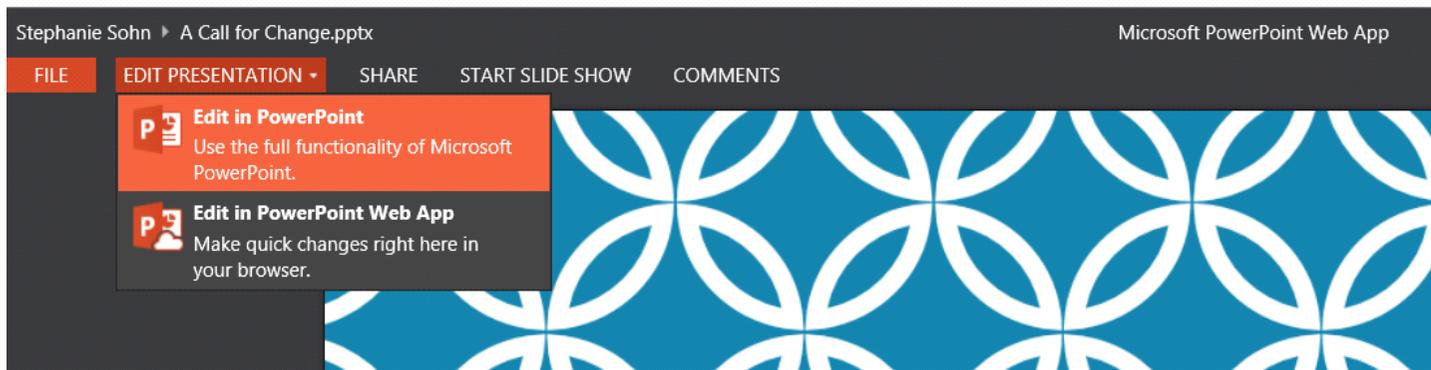
Although our former SharePoint server had web apps, our upgraded server did not have them until now. Read on to learn about Web Apps, how to use them, and why they are useful to our teachers and students.

What are Web Apps?

Web Apps are the online versions of Word, PowerPoint, Excel and OneNote and they are available through our SharePoint server or through Office Online (free account). At WSD we are using SharePoint, but anyone in the world can go to Office.com and create a free account to use all the Office Web Apps from any device, for free. By using Web Apps, either through SharePoint (Shared Documents) or Office Online, you and your students can easily share and collaborate on documents.

How do I use the Web Apps on SharePoint?

Now, when you click on the name of any document (Word, PPT, Excel, OneNote) on the Teacher & Student SharePoint server, it will open in the Web App for that file. Once it is open in the Web App, you can view the document or edit it, if you have permission. For example, in this screenshot below, the PPT is open in the Web App, but it is giving me the ability to edit the document in PowerPoint Web App or in the real PowerPoint.



As can be expected, the Web Apps are not the full-blown versions of the software, and if you want to use the "real deal" you can edit it in PowerPoint, either individually or collaboratively.

Why is this useful for me and my students?

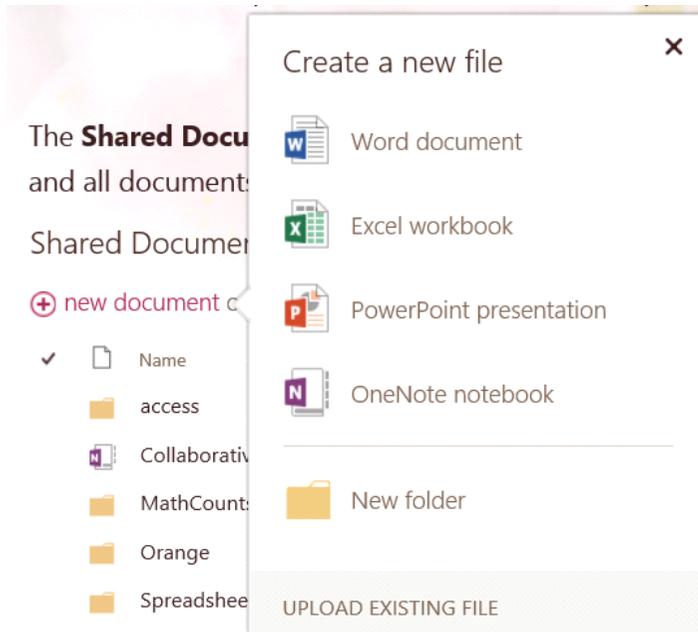
Web Apps are available for any platform, from any device. Therefore, you and your students can work and collaborate on Word, Excel, PPT and OneNote from any device with Internet Access, not just their Wiss21 machines, and can work in these programs without having to install the full Office suite. So, students on home computers can work in OneNote, Word, PPT and Excel from our SharePoint server, even if they do not have those programs installed on their home computers!

Creating Documents on SharePoint

You now have the ability to create documents right on SharePoint, so if you know that you would like a document to be collaborative, there is no longer a need to make the document in Word, PPT, Excel and

OneNote and share it to SharePoint. **This is especially helpful for Read-Only and Collaborative OneNote Notebooks... no more need to SHARE it correctly with all those steps. Instead, just create it right on SharePoint!**

To do this, just go to the area of SharePoint where the file needs to go (Documents or Shared Documents) and click "+ new document" and you can create it right there!



Syncing & Saving

Although with using the Web Apps, syncing may happen faster than when working in the real program, it still may be necessary to click the save icon to sync changes (except in OneNote as it syncs automatically).

More on SharePoint and Options

When you click the ... next to any item on SharePoint you have the ability to edit and share right away. If you click on the ... again, you are given more choices, as seen in the image below.

The screenshot displays a SharePoint document viewer for a file named "test.docx". The document content includes the text: "This is also test to see what happens" and "I thought it was faster than this...". Below the document, a status bar indicates "PAGE 1 OF 1", "Changed by you on 12/16/2014", and "Shared with lots of people". A context menu is open over the document, listing various actions: View Properties, Edit Properties, View in Browser, Edit in Browser, Check Out, Version History, Compliance Details, Workflows, Download a Copy, Shared With, and Delete. The "EDIT SHARE FOLLOW" buttons are also visible.

er "Web Parts" such as a **Links** listing, can also

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ew link or edit this list

	Edit	URL	Notes
		WSD Website	...
		eToolBox	Website full of tips, tricks, tutorials and best practices for tec