

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Microsoft 365

SESSION 8

Mastering online and mobile Microsoft Apps
for classroom success

CLASS NOTES



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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Course content

Microsoft 365

- Session 1: Producing written documents using Microsoft Word, Part 1
- Session 2: Producing written documents using Microsoft Word, Part 2
- Session 3: Producing written documents using Microsoft Word, Part 3
- Session 4: Processing numerical data using Microsoft Excel, Part 1
- Session 5: Processing numerical data using Microsoft Excel, Part 2
- Session 6: Preparing presentations using Microsoft PowerPoint
- Session 7: Keeping things together using Microsoft OneNote
- Session 8: Mastering online and mobile Microsoft Apps for classroom success

Microsoft 365

Session 8: Mastering online and mobile Microsoft Apps for classroom success

Class Notes



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3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).
4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

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Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- understand the benefits of using online and mobile Microsoft Applications in the classroom
- use Microsoft Word Online and on mobile devices for creating and editing documents
- use Microsoft Excel Online and on mobile devices for managing data and creating charts
- use Microsoft PowerPoint Online and on mobile devices for creating engaging presentations
- use Microsoft OneNote Online and on mobile devices for organising lesson plans and collaborating with learners
- use Microsoft OneDrive Online and on mobile devices for storing and sharing documents and files with learners
- understand how to switch seamlessly between desktop, online, and mobile versions of Microsoft Applications

Content of the session

This session will focus on:

- an overview of how to use Microsoft Word, Excel, PowerPoint, OneNote, and OneDrive on a desktop computer
- how to use Microsoft Word, Excel, PowerPoint, OneNote, and OneDrive Online and on mobile devices
- the benefits of using online and mobile Microsoft Applications in the classroom
- the differences between desktop, online, and mobile versions of Microsoft Applications

Overview

Welcome to Session 8 of **Microsoft 365**. This session is called **Mastering online and mobile Microsoft Apps for classroom success**.

Although the rest of this course focuses on using your laptop, in this session, we will be exploring how to use Microsoft Apps online and on mobile devices to enhance your teaching experience.

You will learn when it is useful to use various Microsoft Apps on your laptop, and when it could be useful to use the web-based or mobile versions of the same apps. In this way, you will develop your digital fluency.

For demonstration purposes, the mobile device we use for this session is an Android device. The Microsoft Apps can be downloaded on other devices, such as IOS and Windows devices.

If you would like to learn how to use the apps we will deal with during this session in much more detail, we strongly encourage you to enrol for the rest of the sessions in this course.

In Sessions 1–3, we take your Microsoft Word skills to an expert level. In Sessions 4 and 5, we do the same with your Excel skills. In Session 6, you will learn all about using PowerPoint, and in Session 7, we take a deep delve into the features and functions of OneNote.

Remember that devices and apps are updated all the time, so the app features and icons that you see here might differ slightly from the app in which you are working.

Microsoft Word

Let's recap what you know about Microsoft Word

During Sessions 1, 2 and 3 of this course we dealt with the features and functions of using Microsoft Word on a computer in great depth. Here is a summary of some of the useful functions of the desktop app.

- Formatting Options for visual appeal and readability, including Font Style, Size, Colour, Headings, Subheadings, and Bullets.
- Page layout settings for Margins, Orientation, Size, Page Breaks, Section Breaks, and Columns.
- Tables and charts for presenting data or organising information and illustrating trends or patterns.
- Review Features for proofreading and editing, including Spelling and Grammar Checker, Track Changes, and Comments.
- Printing and Sharing Options, including saving in various formats such as PDFs and sharing via email or cloud storage services like OneDrive.

Reflection

- Make notes in your PD Journal.
- Think about three ways in which you use Microsoft Word as a teacher.
- If you have not used it, why not?

Using Microsoft Word Online

You can use Microsoft Word Online.

1. Sign into your Microsoft Account.
2. Sign into Microsoft Word Online.
3. Create a new document by clicking on the New Button and selecting a blank document or a template.
4. Format text by highlighting it and selecting the appropriate Formatting Option from the Toolbar, such as Bold, Italic, Underline, Font Size, and Font Colour.
5. Add images by clicking on the Insert Tab, selecting Pictures, and choosing an image from your device or the internet. Add tables by clicking on the Insert Tab, selecting Table, and choosing the size and format of the table.
6. Save your document by clicking on the Save Button. Share your document with learners by clicking on the Share Button and entering their email addresses. You can choose whether they can edit the document or just view it.

Task

- Open a Microsoft Word Document on your computer and add some text.
- Open the same document on Microsoft Word Online and format the text.

Using the Microsoft Word mobile app

You can use the Microsoft Word mobile app.

1. Go to your device's App Store. If you are using an Android device, this will be the Google Play Store.
2. Download and install the Microsoft Word App on your mobile device.
3. Once you're in the app, you'll notice that it looks very similar to the desktop version of Word, but with some differences in the layout, to suit mobile devices.
4. To start a new document, tap on the Plus Sign Icon in the bottom right-hand corner of the screen. You'll then be prompted to choose a template or start with a blank document.
5. To access Formatting Options, simply highlight the text you want to format and tap on the Paintbrush Icon in the top Menu Bar. Here, you'll find options for Font, Font Size, Bold, Italic, Underline, and more.
6. To collaborate on a document, tap on the Share Icon in the top right-hand corner of the screen. From there, you can invite others to collaborate by entering their email addresses or sending them a link.
7. You can save your documents to the cloud by linking to your Microsoft OneDrive Account. This allows you to access your documents on any device with the Word App installed and makes it easy to share documents with others.
8. To switch between Editing and Reading Mode, tap on the Pencil or Book Icon in the top Menu Bar. To view your document in full-screen mode, tap on the arrows in the top right-hand corner of the screen.

Task

- Open the same document you worked in earlier, but now open it on the Microsoft Word mobile app and review the spelling.
- Was it easy to access and work with the same document across the three versions of Microsoft Word?

Desktop, online or mobile app?

To enhance your digital fluency, use this table showing a comparison of Microsoft Word on a desktop, in a browser and on a mobile device to decide when you would like to use which version of the app.

Feature			
Ability to create captions, citations, bibliographies, tables of content	Yes	No	No
Apply styles to your documents	Yes	No	No
Unlimited page layouts, reviewing, and editing	Yes	Yes	Yes
Can work without internet connection	Yes	No	No
Free	No	Yes	No

You will notice that the desktop version of Microsoft Word has the most features available, but it is also not free. The ideal case scenario is for you have Word on your computer, where you can do complex word processing tasks. You can then use Word Online and the Word App on your mobile device on the fly, and at any time. However, if you do not own a computer, the app is very useful in a browser or on a smartphone or tablet too.

Microsoft Excel

Let's recap what you know about Microsoft Excel

During Sessions 4 and 5 of this course, we dealt with the features and functions of using Microsoft Excel on a computer in great depth. Here is a summary of some of the useful functions of the desktop app.

- Data can be entered and organised in rows and columns, making it easy to sort and filter data for creating accurate reports.
- Excel Formulas and Functions can calculate values based on entered data.
- Charts and graphs can be created and customised to visualise data.
- Conditional Formatting can be used to highlight important information, and data validation ensures correct data entry.
- Excel Workbooks can be shared with others and collaboration is possible through comments and feedback.

Reflection

- Make notes in your PD Journal.
- Think about three ways in which you are currently using Microsoft Excel as a teacher.
- If you have not used it, why not?

Using Microsoft Excel Online

You can use Microsoft Excel Online.

1. Sign into your Microsoft Account.
2. Sign into Excel Online.
3. Create a new workbook or open an existing one.
4. Creating a marksheet: To create a marksheet, start by creating a new workbook and adding your learner's names and test scores. Once you have your data entered, you can use Excel's built-in Formulas and Functions to calculate averages, minimums, maximums, and more.
5. Creating graphs and charts: Once you have your data entered, you can use Excel's charting capabilities to create graphs and charts to help visualise your data. Simply highlight the data you want to use and click on the Insert Tab to choose the type of chart you want to create.
6. Collaborating with learners: Excel Online allows you to collaborate with your learners in real-time. To do this, simply share your workbook with your learners and give them Editing Access. They can then add their own data, make changes, and work together with you on the same document.

Task

- Open a Microsoft Excel Workbook on your computer and add some data.
- Open the same workbook on Microsoft Excel Online and format the workbook.

Using the Microsoft Excel mobile app

You can use the Microsoft Excel mobile app.

1. Go to your device's App Store. If you are using an Android device, this will be the Google Play Store.
2. Download and install the Microsoft Excel App.
3. Open the app and tap the Plus Sign Icon to create a new workbook. Choose a template or start with a blank workbook.
4. Enter data by tapping on the cell where you want to enter the data and start typing. You can use the on-screen keyboard or a Bluetooth Keyboard to enter data.
5. Format cells by tapping on the cell and then tapping on the Format Icon in the Toolbar. You can change the Font, Font Size, Cell Colour, and more.
6. Use Excel Formulas and Functions to perform calculations and analysis on your data. To enter an Excel Formula, tap on the cell where you want the result to appear and then tap on the Formula Icon in the Toolbar.
7. Save your workbook by tapping on the Save Icon in the Toolbar and choose a location to save it to.
8. Share your workbook by tapping on the Share Icon in the Toolbar and choose the method of sharing that you prefer.

Task

- Open the same workbook you used earlier on the Microsoft Excel mobile app. Can you see all your changes reflected in the workbook?
- Was it easy to access and work with the same workbook across the three versions of Microsoft Excel?

Desktop, online or mobile app?

To enhance your digital fluency, use this table showing a comparison of Microsoft Excel on a desktop, in a browser and on a mobile device to decide when you would like to use which version of the app.

Feature			
Pivot tables	Yes	No	No
Conditional formatting	Yes	No	No
Advanced formulas	Yes	No	Yes
Can work without internet connection	Yes	No	Yes
Free	No	Yes	No

Again, you will notice that the desktop version of Microsoft Excel has the most features available, but it is also not free. The ideal case scenario is for you have Excel on your computer, where you can do complex data processing tasks. You can then use Excel Online and the Excel App on your mobile device on the fly, and at any time.

Microsoft PowerPoint

Let's recap what you know about Microsoft PowerPoint

During Session 6 of this course, we dealt with the features and functions of using Microsoft PowerPoint on a computer in great depth. Here is a summary of some of the useful functions of the desktop app.

- PowerPoint's user interface contains a Ribbon with Tabs for various functions.
- The Home Tab includes Formatting Options for Font, Alignment, and Bullet Points.
- The Insert Tab includes Multimedia Options like Pictures, Videos, Audio Files, Shapes, Charts, Tables, and Smartart Graphics.
- The Slide Master Feature allows you to create a consistent look and feel for your presentation.
- PowerPoint offers various View Options, including Normal, Slide Sorter, and Presenter View.
- Presenter View is especially useful for giving a presentation in front of an audience.
- Animations and Transitions can be added to slides to emphasise key points and create a smooth flow.
- Overuse of Animations and Transitions can distract from the content of the presentation.

Reflection

- Make notes in your PD Journal.
- Think about three ways in which you are currently using Microsoft PowerPoint as a teacher.
- If you have not used it, why not?

Using Microsoft PowerPoint Online

You can use Microsoft PowerPoint Online.

1. Sign into your Microsoft Account.
2. Sign into PowerPoint Online.
3. Open a new Blank Presentation.
4. Choose a theme for your presentation.
5. Add content using Insert in the top Navigation Bar.
6. Add interactivity by selecting Interactive under Insert.
7. Collaborate and share using Share in the top Navigation Bar.
8. Present your slides in full-screen mode using Slide Show Mode and selecting From Beginning under the top Navigation Bar.

Task

- Open a Microsoft PowerPoint Presentation on your computer.
- Open the same presentation on Microsoft PowerPoint Online.

Using the Microsoft PowerPoint mobile app

You can use the Microsoft PowerPoint mobile app.

1. Go to your device's App Store. If you are using an Android device, this will be the Google Play Store.
2. Download and Install the PowerPoint App.
3. Tap the Plus Sign Icon in the bottom centre of the screen to create a new presentation. Choose from a template or start with a blank presentation.
4. Tap the Plus Sign Icon in the bottom left corner to add a new slide. Choose from various slide layouts or create a custom one.
5. Edit the slide by tapping on the Text or Image Boxes.
6. Select Design in the top Menu Bar to customise the design of your slides. Change the theme, colours, and fonts of your presentation.

7. Add Animations and Transitions by selecting Transitions in the top Menu Bar. Choose from various effects and customise the timing.
8. Tap the Save Icon in the top left corner to save your presentation.
9. Share your presentation with others by selecting Share in the top Menu Bar and choosing a sharing method such as email or OneDrive.
10. If you would like to present to an audience, connect your device to a projector or screen using a cable or wireless connection. Tap the Present Button in the top right corner. You're ready to shine!

Task

- Open the same PowerPoint Presentation on the Microsoft PowerPoint mobile app.
- Was it easy to access and work with the same presentation across the three versions of Microsoft PowerPoint?

Desktop, online or mobile app?

To enhance your digital fluency, use this table showing a comparison of Microsoft PowerPoint on a desktop, in a browser and on a mobile device to decide when you would like to use which version of the app.

Feature			
Create headers and footers	Yes	No	No
Create custom animations	Yes	No	No
Use the advanced design and review.	Yes	No	No
Can work without internet connection.	Yes	No	Yes
Free	No	Yes	No

Here, the desktop app also has the most features by far, but it is a paid-for app. The ideal case scenario is for you have PowerPoint on your computer, where you can create complex and advanced presentations. You can then use PowerPoint Online and the mobile app to make minor changes, and to present your work.

Microsoft OneNote

Let's recap what you know about Microsoft OneNote

During Session 7 of this course, we dealt with the features and functions of using Microsoft OneNote on a computer in great depth. Here is a summary of some of the useful functions of the desktop app.

- OneNote allows creating separate notebooks for different subjects or projects.
- Notebooks can be shared with learners or colleagues for easy collaboration.
- Create to-do lists and checklists to stay organised.
- The app has a powerful Search Function to quickly find previously saved notes, text, or handwritten notes.
- You can insert various media files such as pictures, videos, and audio recordings into a notebook.
- The Ink to Text Feature converts handwritten notes into typed text.
- A built-in collaboration feature allows multiple users to edit a notebook simultaneously.

Reflection

- Make notes in your PD Journal.
- Think about three ways in which you can use Microsoft OneNote in your class.
- If you have not used it, why not?

Using Microsoft OneNote Online

You can create a Microsoft OneNote Notebook.

1. Sign into your Microsoft Account.
2. Sign into OneNote Online.
3. Click on the Notebooks Tab.
4. Click on Add Notebook.
5. Give your notebook a name.
6. Choose whether you want to keep it private or share it with others. Add a notebook cover (optional).
7. Click Create.

You can add sections and pages.

1. Click on the Plus Sign Icon next to the notebook name to add a new section.
2. Type in a name for your new section.
3. Click on the Plus Sign Icon next to the section name to add a new page.
4. Type in a name for your new page.

You can add content to pages and collaborate with learners.

1. Click on the page to add text.
2. Click on the Insert Tab to add images, tables, and other types of content.
3. Click on the Share Button to share your notebook.
4. Enter the email addresses of the learners you want to share it with.
5. Set permissions to control who can edit the notebook.

Task

- Open a Microsoft OneNote Notebook on your computer.
- Open the same notebook on Microsoft OneNote Online. Add something to your notebook.

Using the Microsoft OneNote mobile app

You can use the Microsoft OneNote mobile app.

1. Go to your device's App Store. If you are using an Android device, this will be the Google Play Store.
2. Download and install the OneNote App on your device.
3. Create a new notebook, name it, and choose where to store it.
4. Add sections and pages to your notebook.
5. Start taking notes, add formatting, images, and templates.
6. Collaborate with learners by sharing the notebook and granting permission for them to view or edit it.

Task

- Open the notebook you used previously on the Microsoft OneNote mobile app. Can you see the addition you made to your notebook here?
- Was it easy to access and work with the same notebook across the three versions of Microsoft OneNote?

Desktop, online or mobile app?

To enhance your digital fluency, use this table showing a comparison of Microsoft OneNote on a desktop, in a browser and on a mobile device to decide when you would like to use which version of the app.

Feature			
Ability to use optical character recognition (OCR) to translate handwritten notes into text	Yes	No	No
Outlook integration with tasks	Yes	No	No
Edit embedded files	Yes	No	No
Can work without internet connection	Yes	No	Yes

As with the other Microsoft Apps, the most advanced OneNote Features are only available in the paid-for app that you will use on a computer. The mobile and browser apps are convenient add-ons though, for you to work on your notes at any time, and anywhere. You can use OneNote on your mobile device when you are offline, and your changes will sync when you connect to the internet again.

Microsoft OneDrive

Key features of Microsoft OneDrive

Here is a list of some important features of Microsoft OneDrive.

- OneDrive offers automatic backup and sync functionality.
- The app offers easy file sharing with View-only or Editing Access.
- It allows version control for accessing older file versions.
- OneDrive integrates seamlessly with other Microsoft Office Apps.
- OneDrive offers security and privacy features, including encryption and two-factor authentication.

Using Microsoft OneDrive Online

You can use Microsoft OneDrive Online.

1. Sign into your Microsoft Account.
2. Sign into Microsoft OneDrive Online.
3. Upload files to OneDrive.
4. Create folders to organise files.
5. Share files with learners by right-clicking on a file and selecting Share.
6. Collaborate on files with learners in real-time by sharing the file and selecting the Allow Editing Option.

Reflection

- Make notes in your PD Journal.
- Think about three ways in which you can use Microsoft OneDrive in your class.
- If you have not used it, why not?

Using the Microsoft OneDrive mobile app

You can use the Microsoft OneDrive mobile app.

1. Go to your device's App Store. If you are using an Android device, this will be the Google Play Store.
2. Download and sign into OneDrive.
3. From the main screen of the app, access your files and folders by tapping on them.
4. Edit files directly from the OneDrive App by tapping on the file and opening it in the appropriate app. Make changes and save back to OneDrive.
5. To share a file, tap on the file, and tap the Share Icon. Choose to share via email or link and add email addresses or copy the link to share.
6. To upload a file, tap the Upload Icon and select the file from your device or take a photo. Choose which folder to upload it to.
7. Organise your files by creating folders in OneDrive. Tap the New Folder Icon, name the folder, and choose where to save it.

Task

- Open a document in Microsoft OneDrive on your computer. Make a change to the document.
- Open the same document on Microsoft OneDrive Online. See if the change you made on the desktop app is reflected in the app on the browser. Make another change to the document.
- Open the same document on the Microsoft OneDrive mobile app. Make sure both of your changes are reflected.

Desktop, online or mobile app?

To enhance your digital fluency, use this table showing a comparison of Microsoft OneDrive on a desktop, in a browser and on a mobile device to decide when you would like to use which version of the app.

Feature			
Can work without internet connection	Yes	No	Yes

Microsoft OneDrive basically shares all its features across the desktop app, the mobile app and OneDrive online in a browser.

OneDrive Online can of course only work when you have an internet connection, because it is used in a browser. You can use OneDrive on your desktop or your mobile device when you are offline, and your changes will sync once you are connected to the internet again.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.



Final Assessment

Indicate the **ONE** correct response for each question.

1	What is Microsoft Word used for?
a	Creating spreadsheets.
b	Creating presentations.
c	Creating documents.
d	Creating notes.
2	Which of the following is NOT a feature of Microsoft Excel?
a	Creating charts and graphs.
b	Sorting and filtering data.
c	Creating documents.
d	Performing calculations and formulas.
3	What is the main purpose of PowerPoint?
a	Creating documents.
b	Creating spreadsheets.
c	Creating presentations.
d	Performing calculations and formulas.
4	What is OneNote used for?
a	Creating presentations.
b	Creating documents.
c	Taking notes.
d	Performing calculations and formulas.
5	Which of the following is NOT a feature of OneDrive?
a	Storing and sharing files.
b	Creating presentations.
c	Accessing files from any device.
d	Collaborating with others.

Final Assessment (continued)

Indicate the ONE correct response for each question.

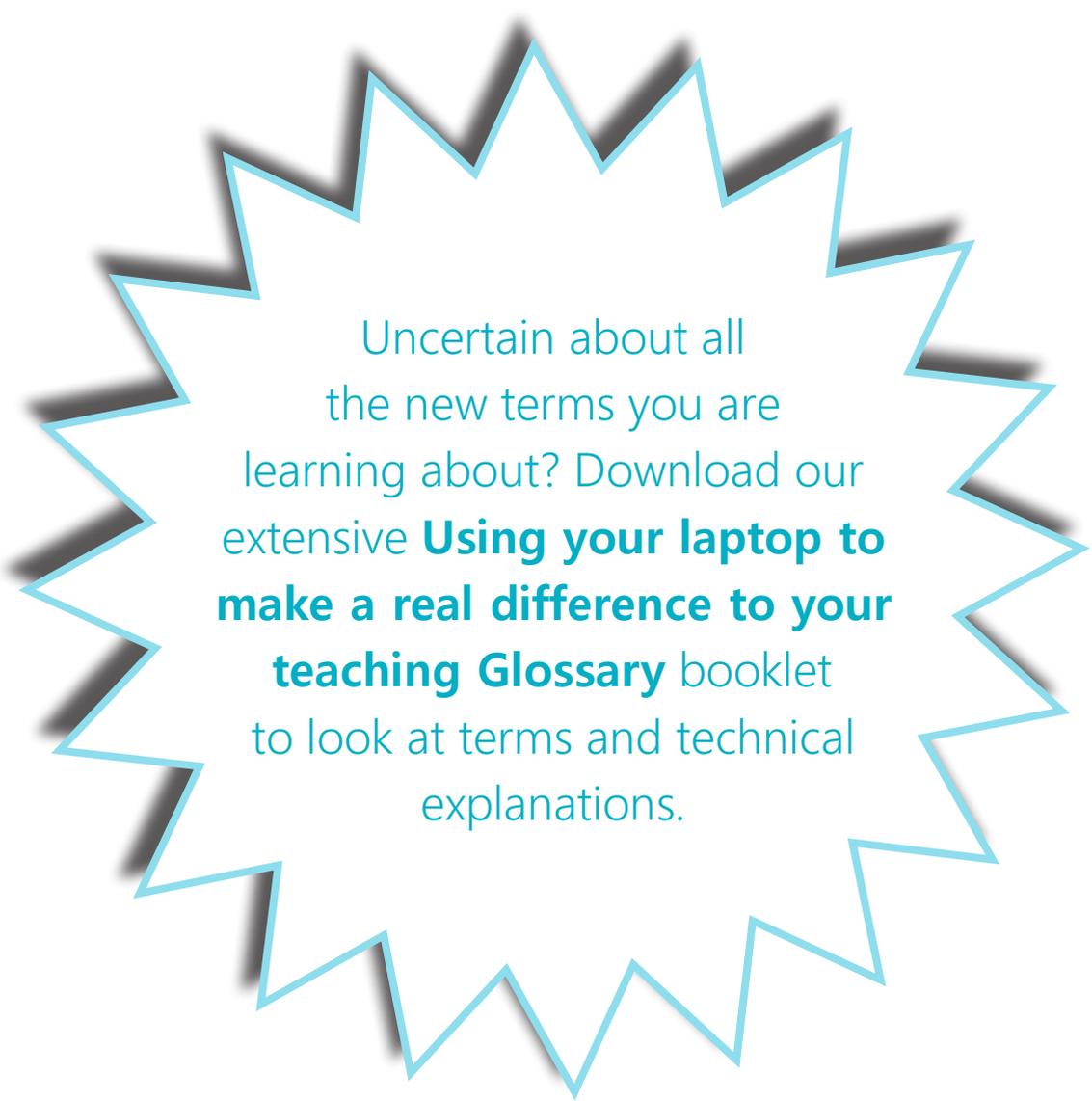
6	Which version of Microsoft Word allows for easy collaboration among multiple users?
a	Microsoft Word desktop app.
b	Microsoft Word Online.
c	Microsoft Word mobile app.
d	All of the above.
7	Which of the following is NOT a way to format text in Microsoft Word?
a	Bold
b	Italic
c	Strikethrough
d	Adding a border.
8	What is the purpose of a Microsoft Excel Function?
a	To perform calculations and formulas.
b	To create charts and graphs.
c	To format text.
d	To insert images and videos.
9	Which of the following is NOT a type of slide layout in PowerPoint?
a	Title Slide.
b	Two-Column Text.
c	Blank Slide.
d	Image Gallery.
10	Which version of OneNote allows for easy access and note-taking on mobile devices?
a	OneNote desktop app.
b	OneNote Online.
c	OneNote mobile app.
d	All of the above.

Final Assessment (continued)

Indicate the ONE correct response for each question.

11	What is the purpose of a chart in Microsoft Excel?
a	To create visual representations of data.
b	To format text.
c	To insert images and videos.
d	To perform calculations and use formulas.
12	Which of the following is NOT a way to share a PowerPoint Presentation with others?
a	Emailing the file.
b	Uploading to OneDrive and sharing a link.
c	Uploading to YouTube.
d	Presenting live over the internet.
13	Which version of OneDrive allows for easy access and file sharing on-the-go?
a	OneDrive desktop app.
b	OneDrive Online.
c	OneDrive mobile app.
d	All of the above.
14	Which of the following is NOT a way to organise notes in OneNote?
a	Creating notebooks.
b	Adding tags.
c	Adding formulas.
d	Creating sections and pages.
15	What is the main purpose of OneDrive?
a	To create documents.
b	To perform calculations.
c	To store and share files.
d	To create presentations.

Additional Resources



Uncertain about all the new terms you are learning about? Download our extensive **Using your laptop to make a real difference to your teaching Glossary** booklet to look at terms and technical explanations.

Acknowledgements

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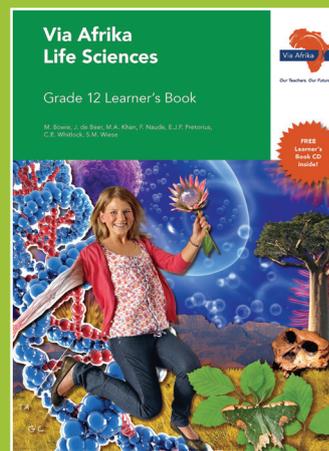
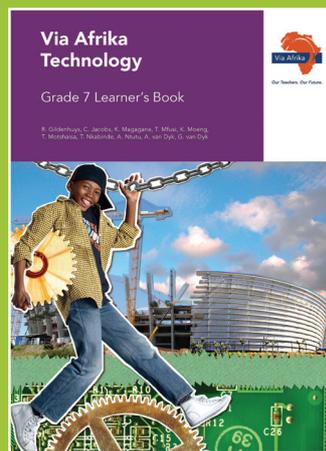
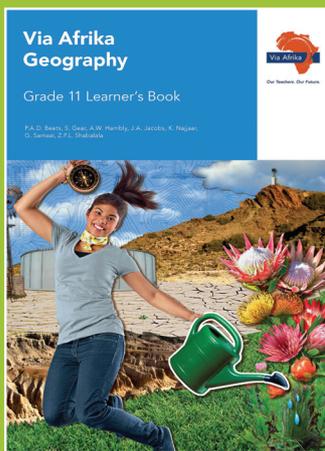
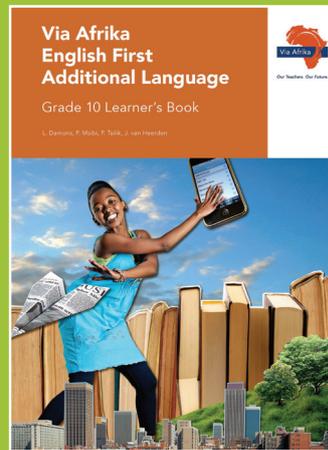
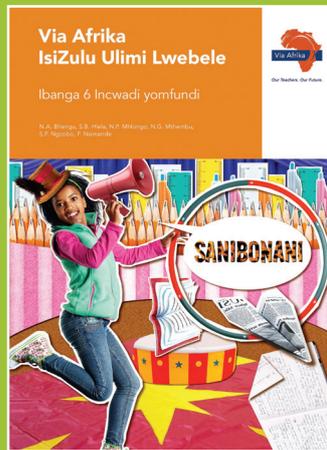
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Notes

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Also available in digital formats with exciting enhancements like videos and interactive assets for PC and tablet devices.

