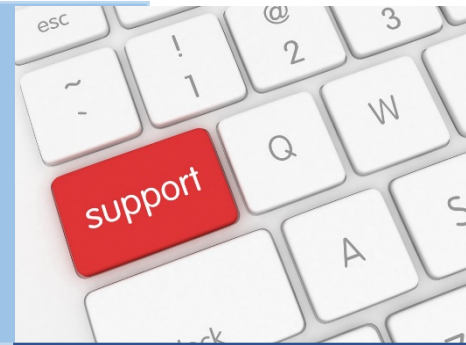


MGS Quick Guides

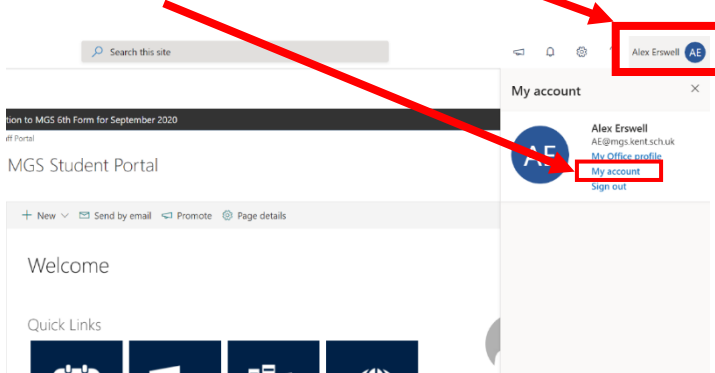


April 2020

Installing Office 365

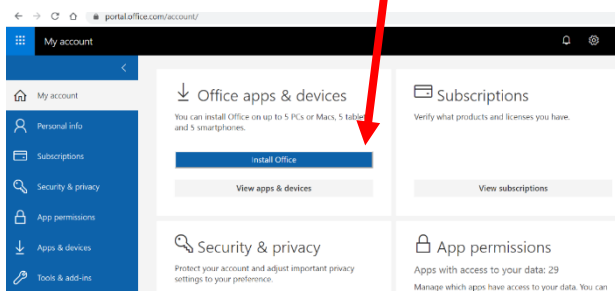
Office 365 is Word, PowerPoint, Excel, Outlook, OneNote, and Publisher.

Log into your VLE as normal, and click on your name at the top. Then click on 'My account'

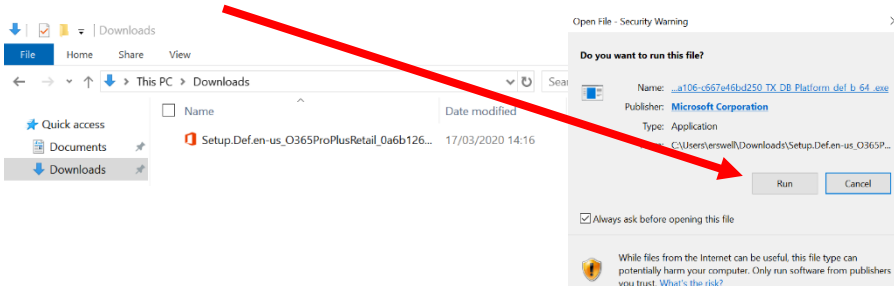


Office 365 allows for 5 installs on 5 different machines. This can be a laptop, computer, tablet, or a phone.

On the next screen choose 'Install Office':



Once it has finished downloading, click on it in your downloads folder and choose 'Run'



Other Guides in this Series:



Elements of a Table

Header Row	Location	Excursion Length	Standard	Loyalty
	Las Vegas	3-day	\$1,000	\$950
	Paris	3-day	\$2,000	\$1,400
	Beijing	3-day	\$4,000	\$3,500
	Las Vegas	5-day	\$1,700	\$1,400
	Paris	5-day	\$3,400	\$3,000
	Beijing	5-day	\$5,000	\$4,500
	Las Vegas	7-day	\$3,400	\$2,400
	Paris	7-day	\$5,000	\$4,500
	Beijing	7-day	\$7,000	\$6,500

Navigating a Table

Next cell: **Tab**

Previous cell: **Shift + Tab**

Next row: **↓**

Previous row: **↑**

First cell in a row: **Alt + Home**

Last cell in a row: **Alt + End**

First cell in a column: **Alt + Page Up**

Last cell in a column: **Alt + Page Down**

Selecting Cells

Select a Single Cell: Click in the lower-left corner of a cell, when the cursor changes to an arrow, or triple-click a cell, or click the Table Tools Layout tab, click Select, and choose Select Cell.

Select a Row: Click to the left of the table row (just outside the table itself), or click the Table Tools Layout tab, click Select, and choose Select Row.

Select a Column: Click above a column, when the cursor changes to an arrow, or click the Table Tools Layout tab, click Select, and choose Select Column.

Select an Entire Table: Click the table selector, or click the Table Tools Layout tab, click Select, and choose Select Table.

Table Style Options

Configure Table Style Options: With the text cursor within the table, click the Table Tools Design tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

Header Row: Applies special formatting to the first row of a table.

Total Row: Applies special formatting to the final row of a table.

Banded Rows: Alternates the shading for the body rows between two different colors.

First Column: Applies special formatting to the first column in a table.

Last Column: Applies a special formatting to the last column in a table.

Banded Columns: Alternates the shading for body columns between two different colors.

Tables

Insert a Table: Click the Insert tab, click the Table button, and select the number of rows and columns that you want.

Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools Layout tab, then click Insert Above, Insert Below, Insert Left, or Insert Right, depending on where you want the row or column to be added.

Delete a Row or Column: Click in a cell in the row or column you want to delete, click the Table Tools Layout tab, click the Delete button, then select Delete Row or Delete Column.

Convert a Table to Text: Select the table, click the Table Tools Layout tab, click the Convert to Text button, choose how to separate the cells, and click OK.

Manually Resize a Table Row or Column: Click and drag the cell border.

Automatically Resize a Table Row or Column: Click within the table, click the Table Tools Layout tab, click the AutoFit button, and select an option.

Merge Cells: Select multiple cells that share a border, click the Table Tools Layout tab, and click the Merge Cells button.

Split Cells: Select a cell, click the Table Tools Layout tab, click the Split Cells button, enter the number of rows and columns, and click OK.

Distribute Rows and Columns: Click within the table, click the Table Tools Layout tab, click the Distribute Rows button to distribute the rows evenly, or click the Distribute Columns button to distribute the columns evenly.

Apply a Table Style: Click inside the table, click the Table Tools Design tab, and select a style from the Table Styles gallery.

Apply Text Alignment: Select the cell(s), click the Table Tools Layout tab, and select an option from the Alignment group.

Add a Border to a Table: Select a table, click the Table Tools Design tab, click the Border Styles button list arrow, select a border style, click the Borders button list arrow, and select a border option.

Add Cell Shading: Select the cell(s), click the Shading button list arrow, and select a color.

Split a Table: Click in the row where the second table will start, click the Table Tools Layout tab, and click the Split Table button.



IT Support & Helpdesk

About MGS QuickGuides

MGS QuickGuides are a series of self-help documents designed to either show hints and tips on making better use of IT in your role in school or to show you something completely new. The main objective is to make you more efficient in your use of IT and therefore more confident and less stressed in your use of Technology. The MGS IT Dept will issue and update these guides as new features are released or a particular program option change. If you would like a guide on a particular subject, please email: