Each student’s Office 365 Account comes with Web Applications. The applications are web based versions of Word, Excel, PowerPoint, OneNote, and Excel Survey. Students have access to the applications through a browser on Computers, Laptops, Tablets, and Smartphones.

The Web Application versions of Word, Excel, PowerPoint, and OneNote are very similar to the full versions you find installed on Desktop Computers and Laptops. The Web versions have the majority of the features that you need to complete your assignments for courses here at Passaic County Community College.
Start a Document, Spreadsheet, or Presentation

Click New

Click on the Application you want to work with
Create a new document

Document Name

Give your Document a Name

Click OK

Your new document opens in the Web Application within your browser.
User Interfaces

Format your document using the Ribbon and Tabs at the top of the window.

Add text to your document here

Click on a cell to enter data

Format your Spreadsheet using the Ribbon and Tabs at the top of the window.

Formula Bar
Format your Presentation using the Ribbon and Tabs at the top of the window.

Add New Slides

Edit Slides

Create a Notebook for a Course (EN 101)

Name the Note

Enter your notes for class
Print, Download, Save

Click File

Click Save As to download your file

Print option

Exit will bring you back to your OneDrive File Library
How to Save

The Web Versions of Word, Excel, Powerpoint, and OneNote will automatically save your document in realtime while your are working on it. There is no need to save your file. One Drive does all the saving for you.

OneDrive saves your file as you edit it. The status bar at the bottom will switch to Saving as you type.

The word Saved will appear when OneDrive finishes saving. You can exit the document when you see it has been Saved.