accomplish and share

from virtually anywhere.

Teaching and learning have moved beyond the classroom. Microsoft® Office Web Apps give teachers and students the freedom to view, edit, and share Microsoft® Office documents virtually anywhere there's an Internet connection. That's because these online companions of Microsoft® Word, Excel®, PowerPoint®, and OneNote® are now free to access on the Web.

Microsoft®
Office

Microsoft

Access. Accomplish. Share.

Office Web Apps are online companions to popular Office programs that teachers and students can now use on the Web. All it takes to get started is an Internet connection and a free Windows Live account. Which means now you can accomplish your work for school from virtually anywhere.

Top 3 reasons to use Web Apps

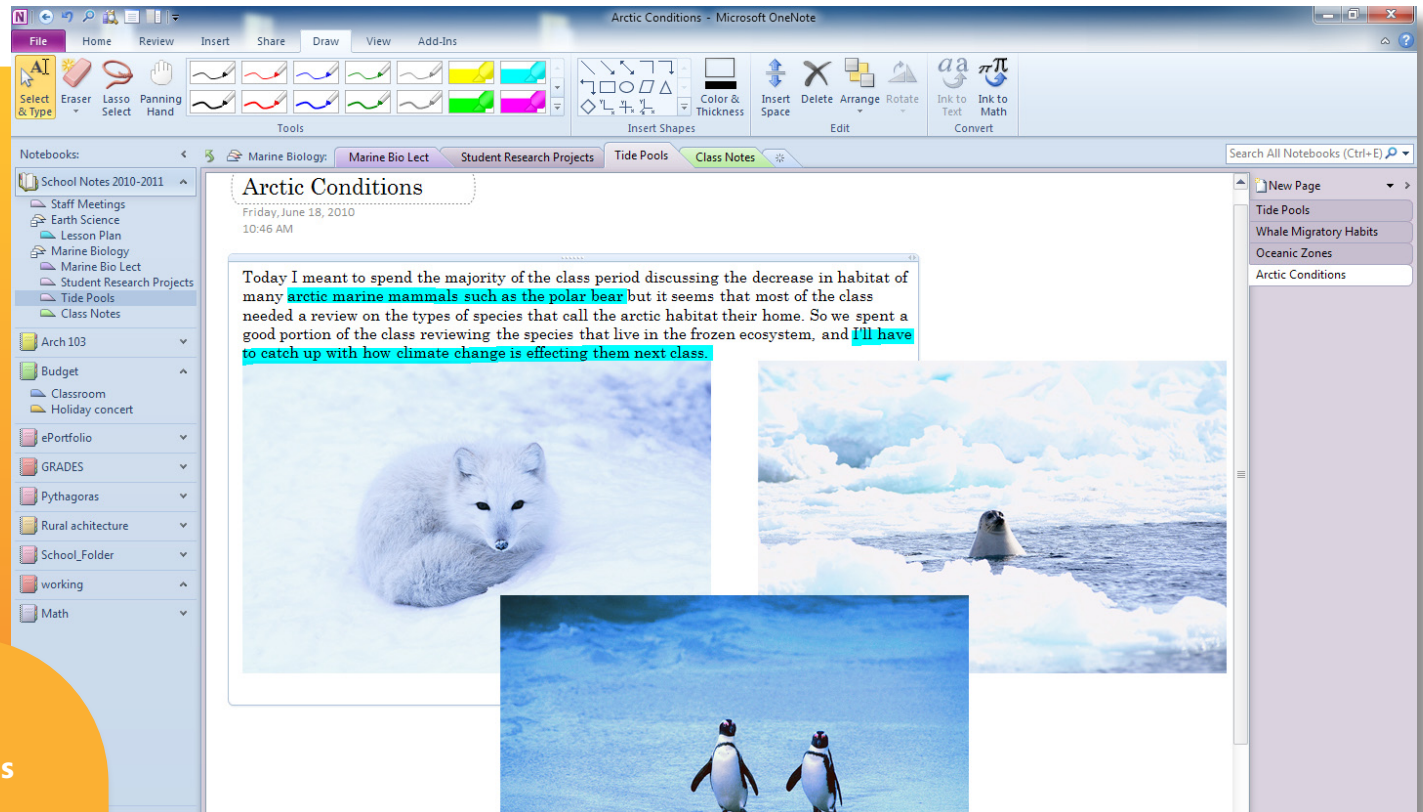
1) Find them on the Web.
Office Web Apps work with the most popular web browsers, including Internet Explorer®, Firefox®, Safari®, and more. Now, teachers and students can get access to Office programs from virtually any computer (PC or Mac), or even from a smartphone.*

2) They're as familiar as Office.
The Web Apps extend the Office experience to the Web and have the familiar Microsoft Office Ribbon interface, so you don't need to learn a totally new application.
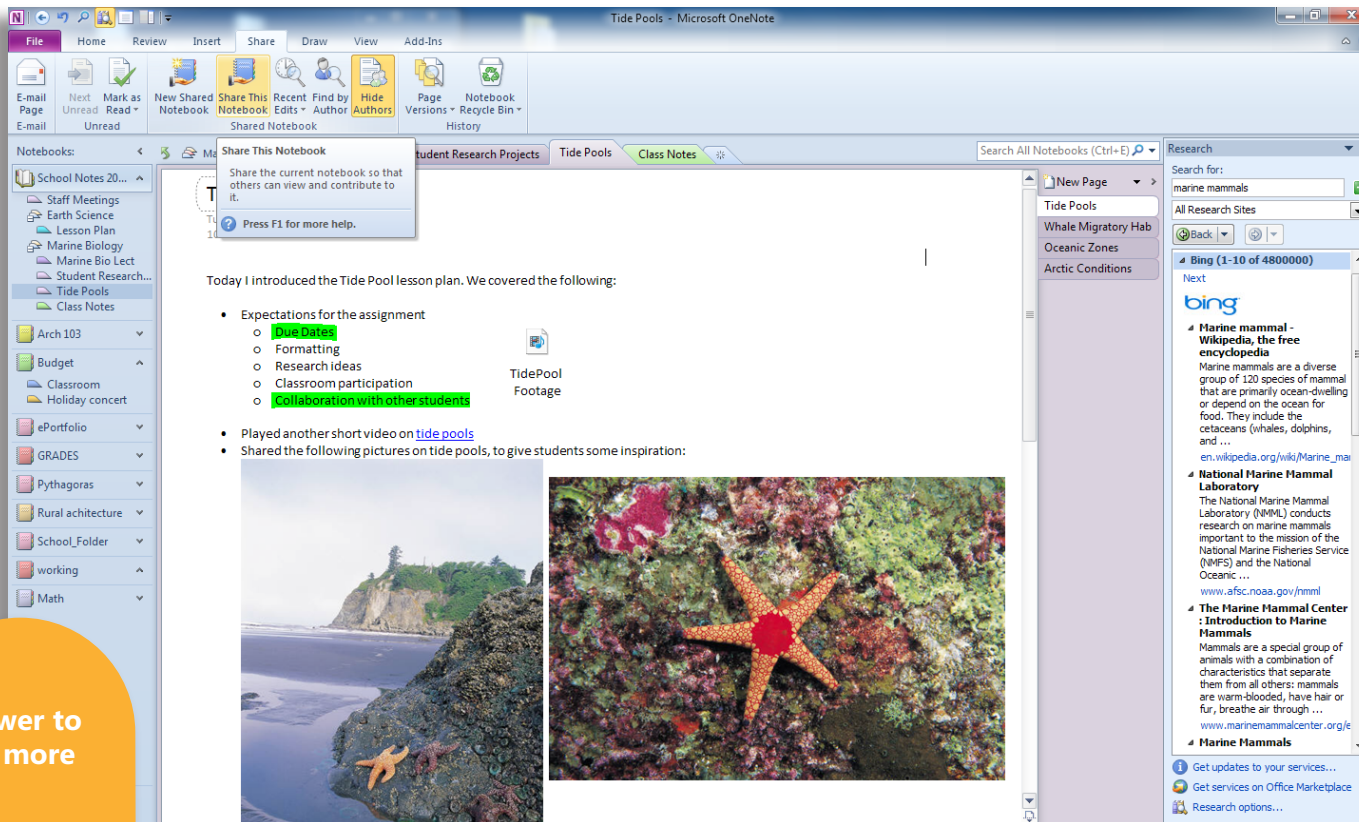
3) They're free to use.
Office Web Apps are available free through Windows Live® SkyDrive™. All you need is a Windows Live ID, which many teachers and students already have through Microsoft Hotmail®, Messenger, Xbox Live®, Partners in Learning network, or other Windows Live services. Go to office.live.com and get started.

Create and share presentations freely.

Office Web Apps put PowerPoint® within reach of teachers and their students from virtually anywhere, at any hour, so working on an important presentation no longer has to end when the class period ends.

Power to do more

3) Update on the go.
You can get great fidelity viewing of PowerPoint presentations on your smartphone. Review the presentation for your lesson in the teacher's lounge.
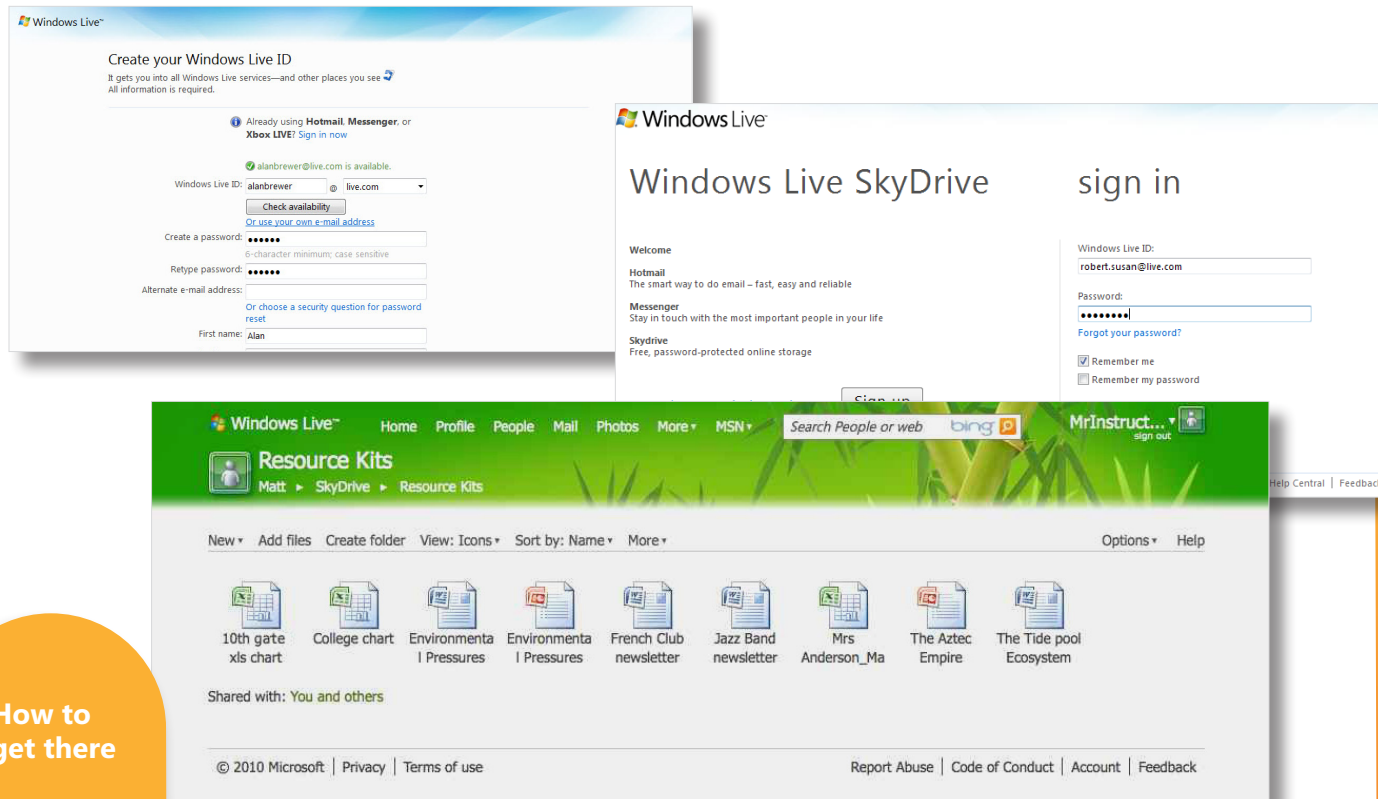
4) Make a strong point.
Web Apps use the familiar Office Ribbon interface found in PowerPoint 2007 and 2010. You'll find many robust features. Choose themes from the PowerPoint gallery. Add Smart-Art® to a chart. Re-order the sequence of slides. You can even print from the PowerPoint Web App.

5) Share your thoughts.
Teachers can share their PowerPoint presentations over the web as "View Only" and let students review the content for a test. Or you can share your presentation and invite certain colleagues, students, or classes to make suggestions or add a slide of their own in your deck.

1) Create from any computer.
Easily work on class presentations from virtually any computer at school, a library, your home, a friend's house, a café, or almost anywhere with an Internet connection and supported browser.

2) Collaborate at your convenience.
With the PowerPoint Web App, student workgroups can get together online to create insightful presentations, even if they can't all be in the same place at the same time. The PowerPoint Web App provides

access to the group's PowerPoint project anytime. That way everyone can create and build the slides they've been assigned individually and see the presentation come together as a group effort.

Finding your way to Web Apps.

There's a first time for everything. But this learning curve is easy. Once you **experience the freedom and flexibility that Office Web Apps afford you and your students**, jumping online will seem only natural.

How to get there

How to get a Windows Live™ ID

1. Go to http://live.com and click Sign Up.

2. You can use your own e-mail address for your Windows Live ID or create a new Hotmail address and use that.

3. Create a password for your Windows Live ID. And you're done.

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1) Go to **http://office.live.com**.

2) You will need a **Windows Live ID** and password to sign in. (See side bar.)

3) If you already have an ID, simply enter it and your password, then click Sign In to be taken to your **SkyDrive account**.

4) At the top of the page, point to **Office** and a drop down-menu will present a choice of **Web Apps**.

5) Click the **Web App** you wish to use—Word, PowerPoint, Excel, or OneNote.

6) Type the name of your file in the box provided and choose **Save**. You're ready to go.
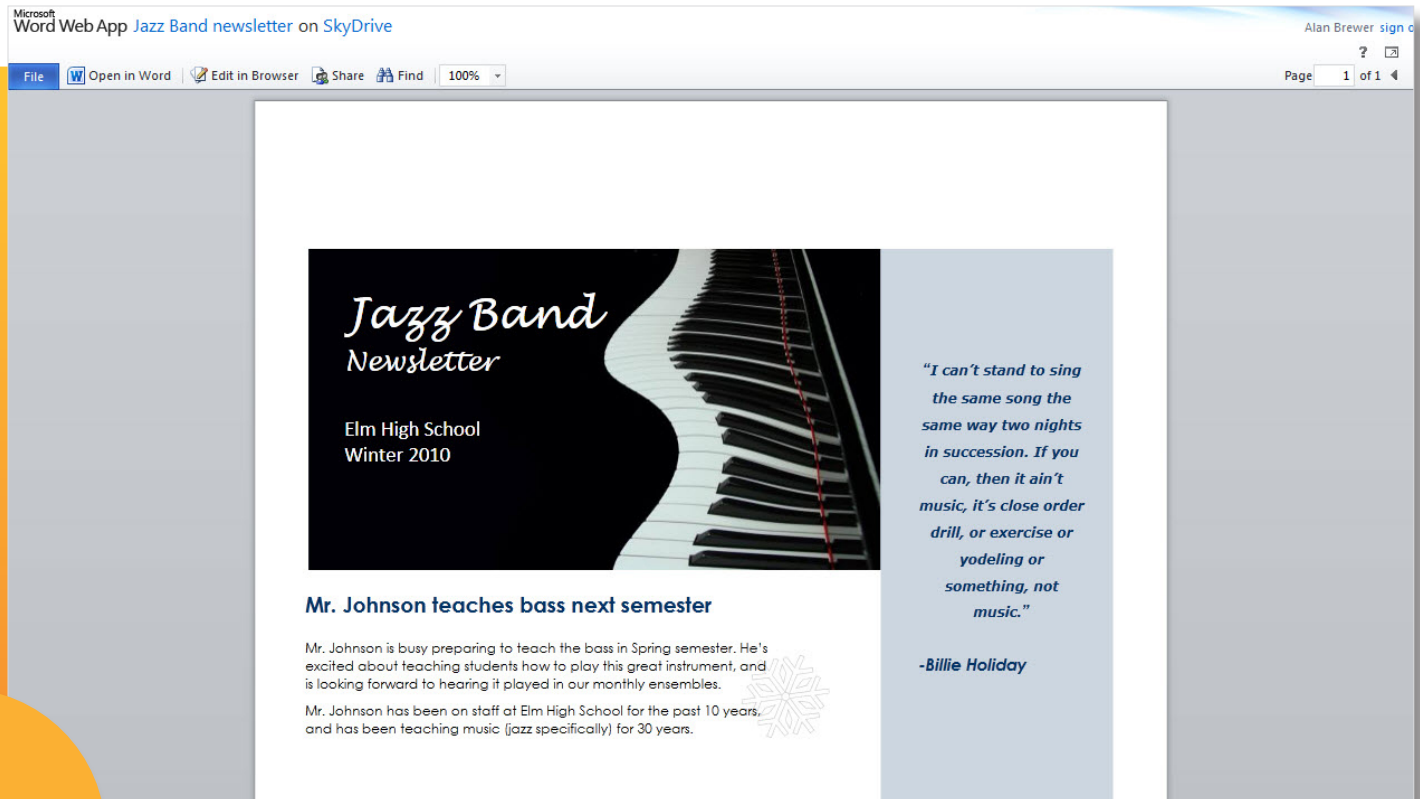
Put everyone on the same page.

With Office Web Apps, you can assign a project in Word, PowerPoint, OneNote, or Excel to all your students equally. Now your students can participate and learn online, because everyone can experience and use the Office application they need to succeed in school and beyond.

Access instead of excuses

Equal opportunity learning.
With Office Web Apps, every student can now access companions of Excel, Word, PowerPoint, and OneNote, even from computers that don't have Microsoft Office installed. Office Web Apps also work with virtually any Mac.
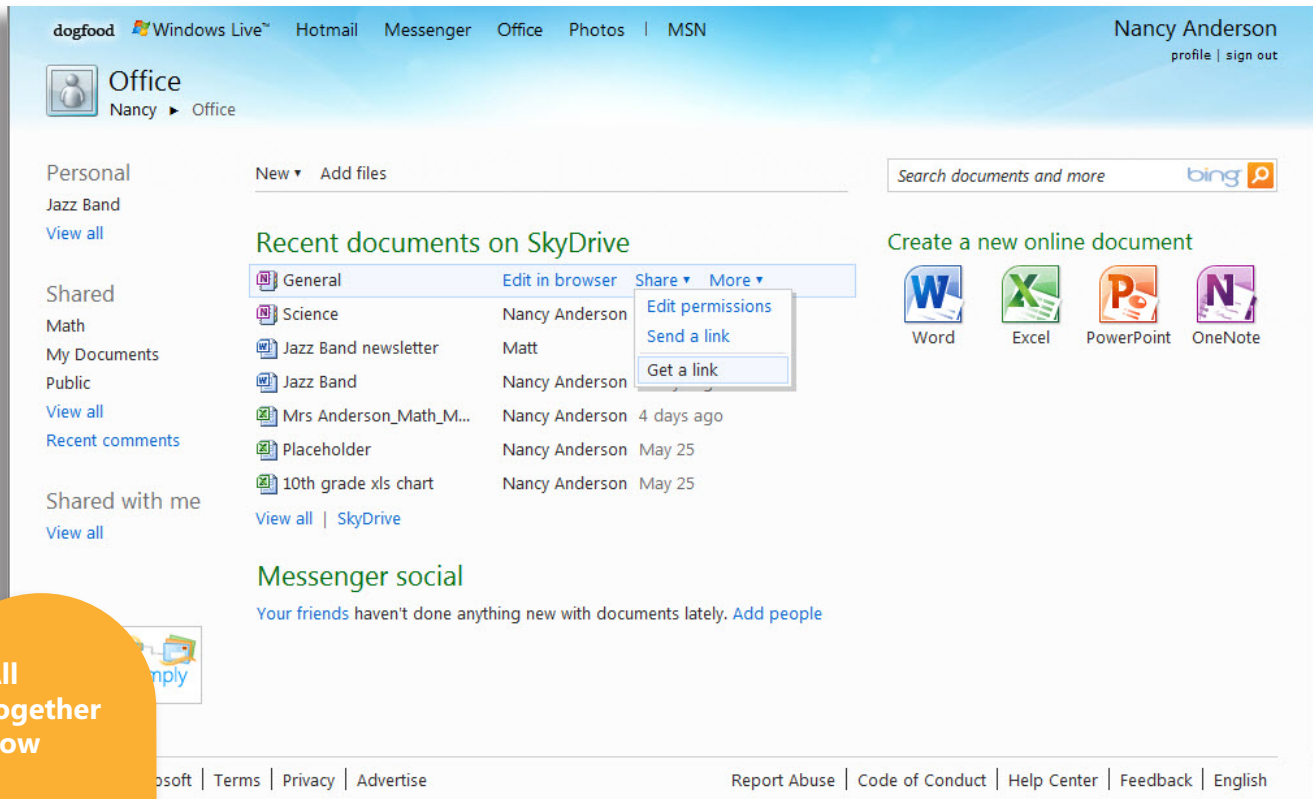
One assignment fits all.
Teachers can now assign project work uniformly because all their students have access to the same resources from a web browser on virtually any computer. Assign a writing project in the Word Web App. Choose workgroups to build a PowerPoint presentation to share with the class. Success is now within the reach of every student.

Files at your fingertips.
Teachers no longer have to bring files home on a USB drive or email and download large files back and forth between the computer they use at school and the one at home.

Be apart. Work together.

Office Web Apps make it easy for students, teachers, and workgroups to **collaborate on projects, presentations, school activities, and more.**

work together on department or district initiatives, and much more. It's group participation without having to schedule everyone's time.

Action items get done.
The OneNote Web App helps you and your teaching colleagues stay in step on shared deadlines. You can mark "to-do's" that the whole group can review anytime.

All together now

OneNote. Many benefits.
The OneNote Web App lets you excel at brainstorming. Start a session online where everyone can contribute into one central, digital notebook. When you're done, each person in the group leaves with a copy of the same notes. Student workgroups can tackle a big project with fun and efficiency. And teachers can review everyone's participation.

Participate at any time.
The collaboration using the OneNote Web App doesn't have to happen live. Everyone can contribute on his or her own time by accessing the shared notebook from virtually any computer with an Internet connection. When you share your OneNote notebook, you and your fellow teachers can exchange ideas,

Get started with Web Apps.

To learn more about Office Web Apps for teaching, go to **www.microsoft.com/education/WebApps**

You will find helpful, informative videos relating to Web Apps for education plus step-by-step instructions to guide you through selected features.

To discover more about the Microsoft Office suite in education, go to **www.microsoft.com/education/Office**