



### Microsoft Office

You can access Microsoft Office from any PC or Mac connected to the university network.

In addition, students and staff can access Office365 for use both on or off-campus.

### Introducing Microsoft Office

Microsoft Office is a suite of applications including:

- Word
- PowerPoint
- Excel
- Publisher

### Word

Word is a powerful word processing program that enables users to create and edit text documents.

Features include:

- Readymade document templates
- Advanced text formatting options
- Spelling and grammar checking
- Insert images and tables
- Generating a table of contents
- Automatic page numbering
- Create a reference list
- Save to PDF and other formats

### PowerPoint

PowerPoint enables users to create engaging presentations consisting of text, graphics, sound, movies and other items.

Features include:

- Readymade presentation templates
- Animations and slide transitions
- Insert images, charts and tables

- Insert video, audio and other media
- Insert hyperlinks
- Themes and background colours
- Spelling and grammar checking
- Print slide handouts

## **Excel**

Excel enables users to create workbooks in order to store and analyse data.

Features include:

- Create multiple workbooks
- Generate charts and tables from data
- Use functions and formulas to analyse data
- Advanced formatting options
- Sorting and filtering of data
- Add images and clip art

## **Publisher**

Publisher is a powerful desktop publishing application that enables users to build newsletters, flyers, brochures, posters etc.

Features include:

- Ready made publication templates
- Customisable page layouts
- Add images and clip art
- Add charts and tables
- Advanced document formatting options
- Advanced export options
- Preparation for commercial printing

## **Visio and Project**

In addition you can also use Microsoft Visio to create various flowcharts and diagrams or plan your next big project using MS Project!

## **Introducing Microsoft Office365**

Office365 is a collection of cloud Office services available to all University of Bolton students and staff.

Our subscriptions allows you to:

- Install Office applications (Word, PowerPoint, Excel, etc.) on your PC or Mac
- Access and edit documents online
- Store and share files via OneDrive
- Access your university email
- And much more!

To find out more about Microsoft Office 365 visit the IT Support web pages:

[www.bolton.ac.uk/ITSupportServices/Office365.aspx](http://www.bolton.ac.uk/ITSupportServices/Office365.aspx)

Access LEAP Online at: [www.bolton.ac.uk/leaponline](http://www.bolton.ac.uk/leaponline)