

MS OFFICE TIPS



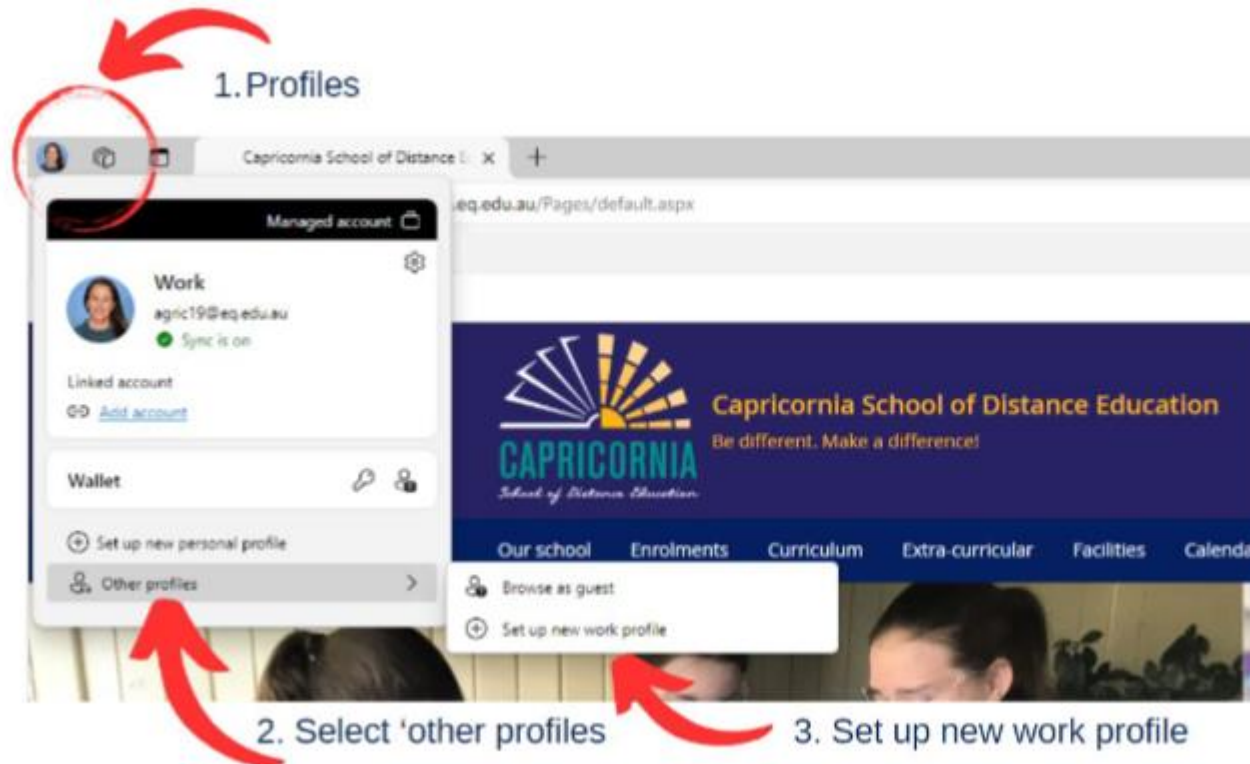
Set up – School Profile on student personal devices

Step One

Open your browser – Microsoft Edge and then go to the profiles (located in the left top corner).

If it has a different account to your school account, example (Gmail/Hotmail etc)

- select **“other profiles”** and then **“set up new work profile”**
- enter your **EQ email** address username@eq.edu.au
- enter **password**.



Step Two

Select **Sync data** and **sign in**

- Double check that Sync is on!

Step Three

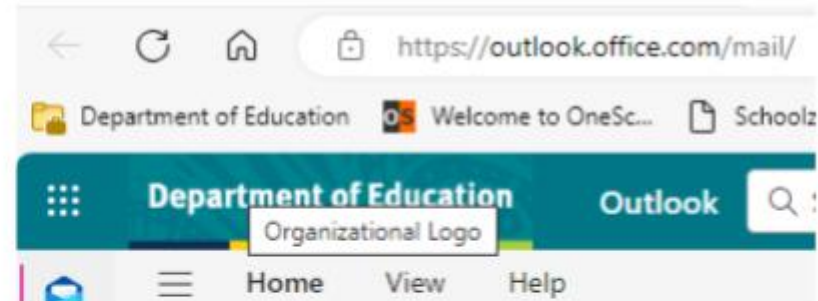
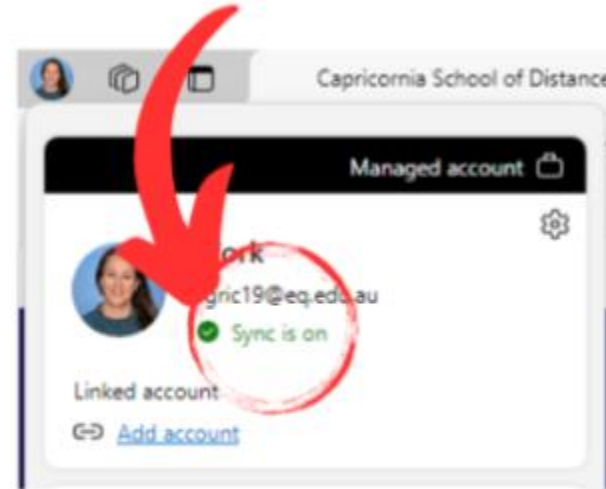
Once you login you will now be able to **switch from One Profile to another.**

When you're accessing school sites including Office365 – <https://office.com> you will see 'Department of Education' on the top left side. If you hover over it, it will say Organisational Logo

Also check that you can logon to other Education sites through our website <https://capricorniasde.eq.edu.au/support-and-resources/student-resources>

If you need further support please email - it.support@caprrocksde.eq.edu.au

Double check that Sync is on!



WORD



Page Colour

- FILE – ACCOUNT – DARK MODE

Account

User Information

MV MULLER, Victoria
vxmul0@eq.edu.au

[Change photo](#)
[About me](#)
[Sign out](#)
[Switch account](#)

Account Privacy

[Manage Settings](#)

Office Background:

No Background

Office Theme:

Dark Gray

Connected Services:

OneDrive - Department of Education
vxmul0@eq.edu.au

OneDrive - Personal
To connect to OneDrive - Personal, you'll need your user name and password.

[Connect](#) [Remove service](#)

Sites - Department of Education
vxmul0@eq.edu.au

[Add a service](#)

Product Information

Office

Product Activated
Microsoft Office LTSC Professional Plus 2021

This product contains

[Change Product Key](#)

Office Updates
Updates are managed by your system administrator.

About Word
Learn more about Word, Support, Product ID, and Copyright information.
Version 2108 (Build 14332.20857 Click-to-Run)

Account

Options



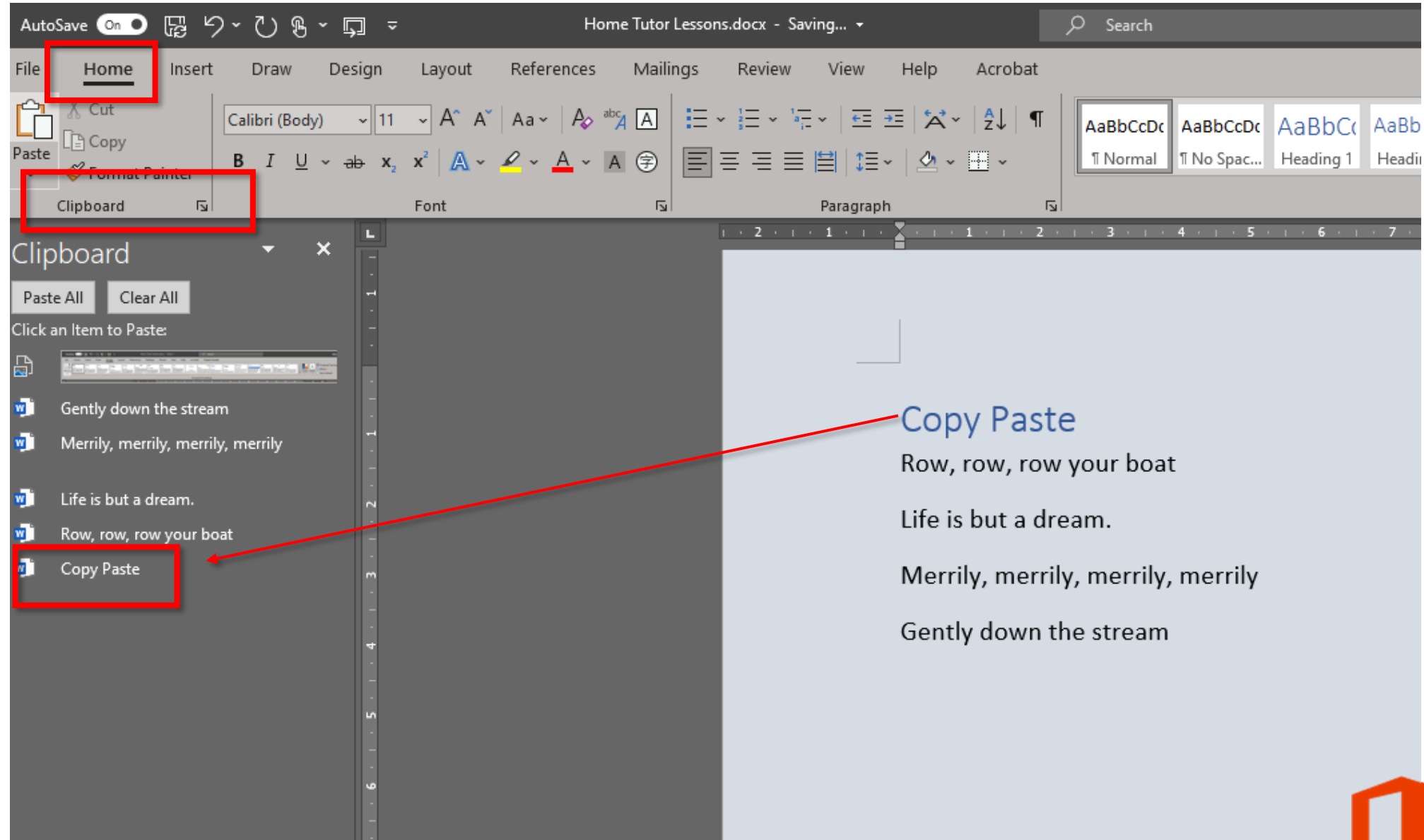
Individual Page Colour

- DESIGN – PAGE COLOUR



Copy Paste

- HOME – open CLIPBOARD



Copy Paste

- HOME – open CLIPBOARD

AutoSave On

File Home Insert Draw Design

Cut Copy Paste Format Painter Clipboard

Calibri (Body) B I U

Clipboard

Paste All Clear All

Click an Item to Paste:

The mission of The Walt Disney Company is to entertain, inform and inspire people around the globe through the power of unparalleled storytelling, reflecting the iconic brands, creative minds and ...

The Walt Disney Company

any.com

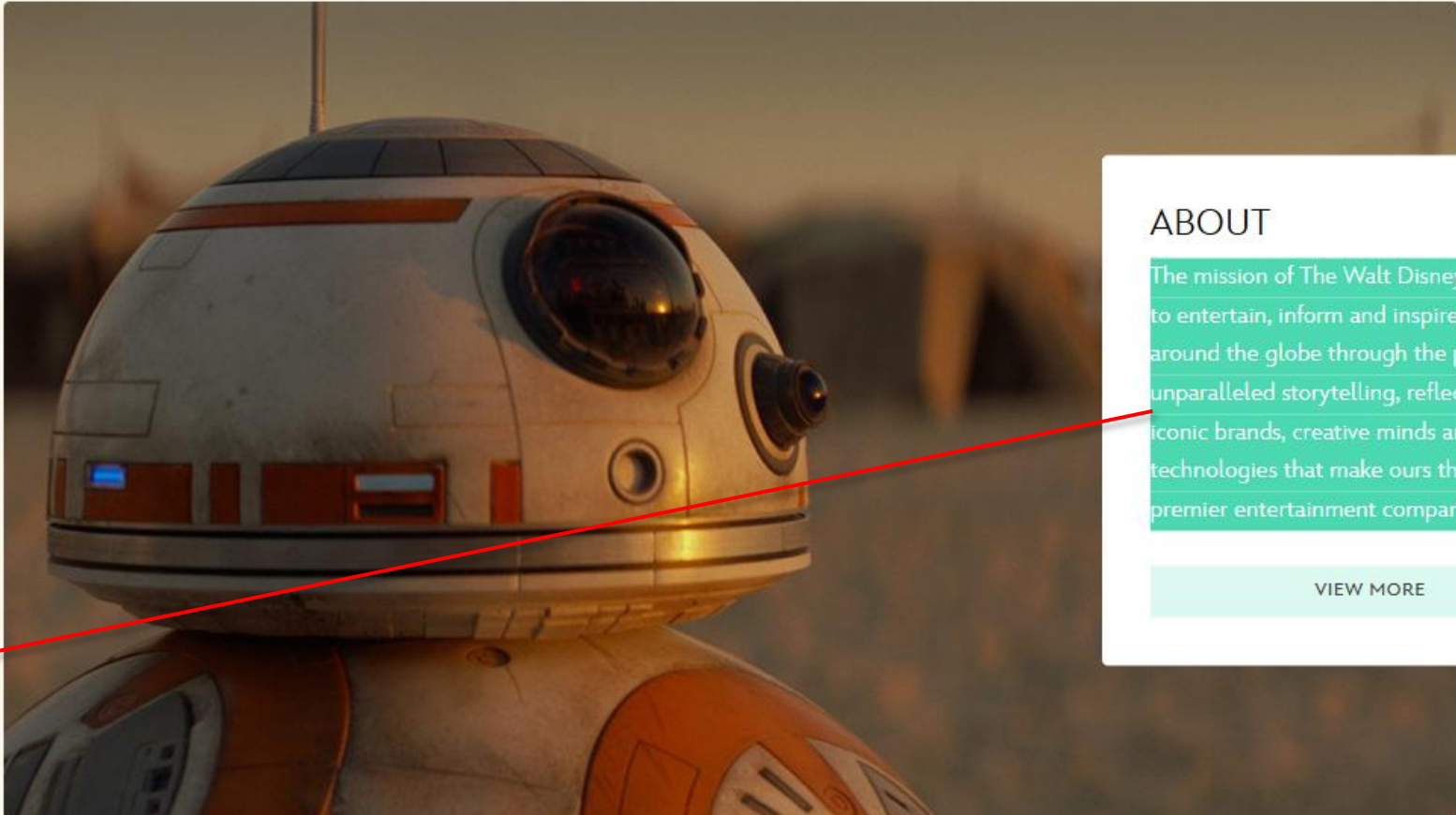
ABOUT INVESTOR RELATIONS CAREERS IMPACT NEWS

The Walt Disney Company

ABOUT

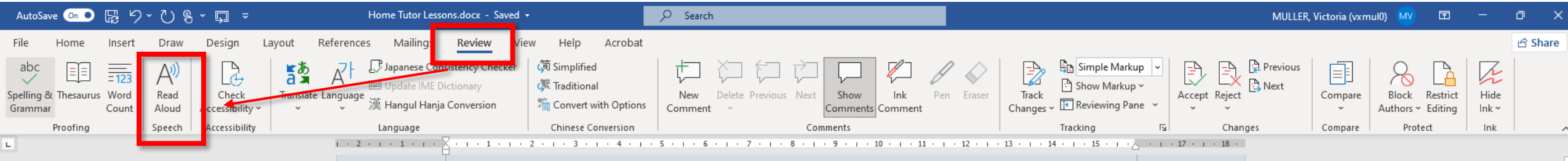
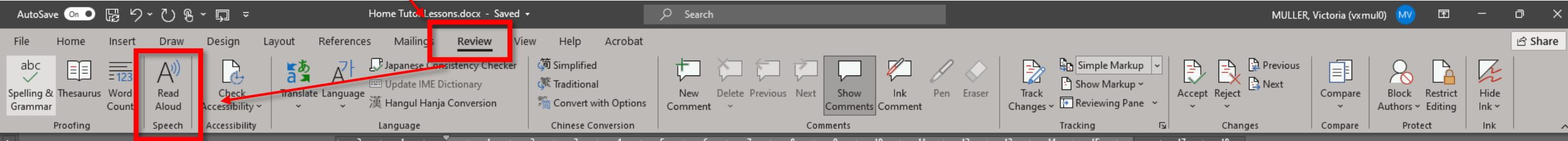
The mission of The Walt Disney Company is to entertain, inform and inspire people around the globe through the power of unparalleled storytelling, reflecting the iconic brands, creative minds and innovative technologies that make ours the world's premier entertainment company.

VIEW MORE

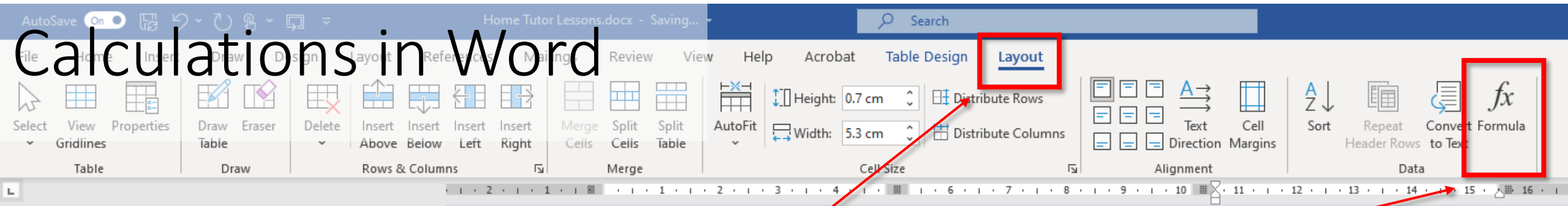


Read Aloud

- KEYBOARD Shortcut - Control, Alt and Spacebar
- OR REVIEW – READ ALOUD



Calculations in Word



- Put equation in Table
- Click in the table where you want the sum to go
- Choose LAYOUT
- Click on Formula

Word Calculations

TABLE LAYOUT – (far right)

Add up the two columns below

Shopping List		
Vegetables	\$20	\$22
Fruit	\$30	\$28
Tinned Goods	\$52.50	\$47.90
Total	\$102.50	

Formula

Formula:

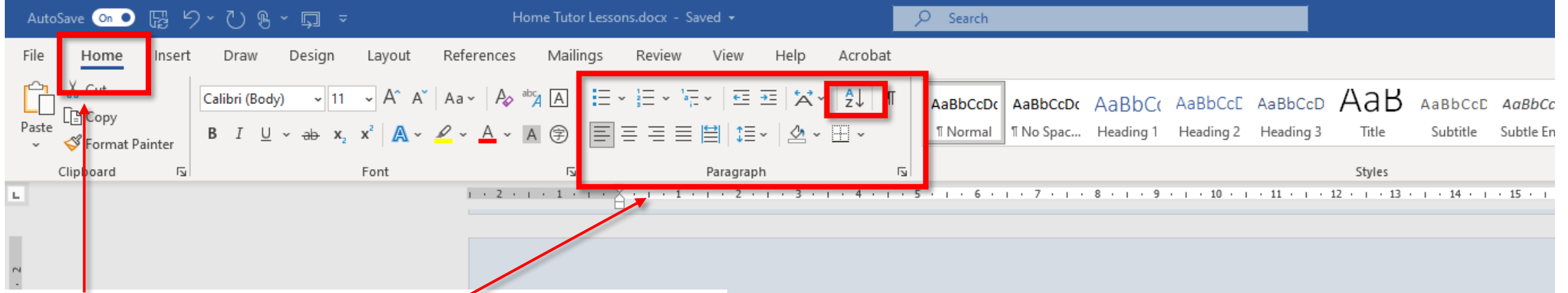
Number format:

Paste function:

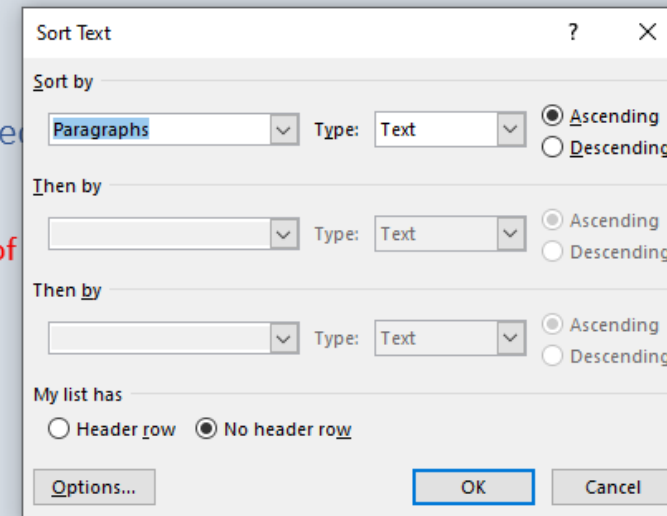
Paste bookmark:

OK Cancel





- HOME – Paragraph section – A-Z

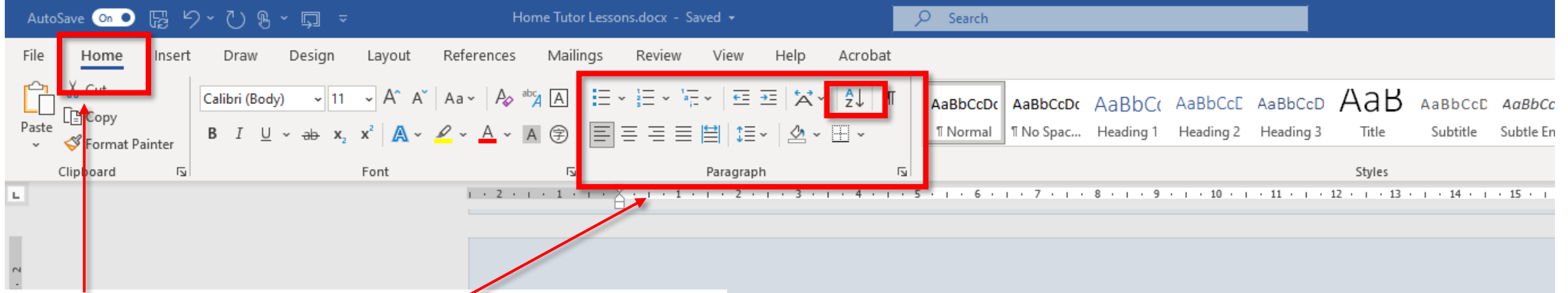


SORT in Word

Put these three groups of

January
February
March
April
May
June
July
August
September
October
November
December

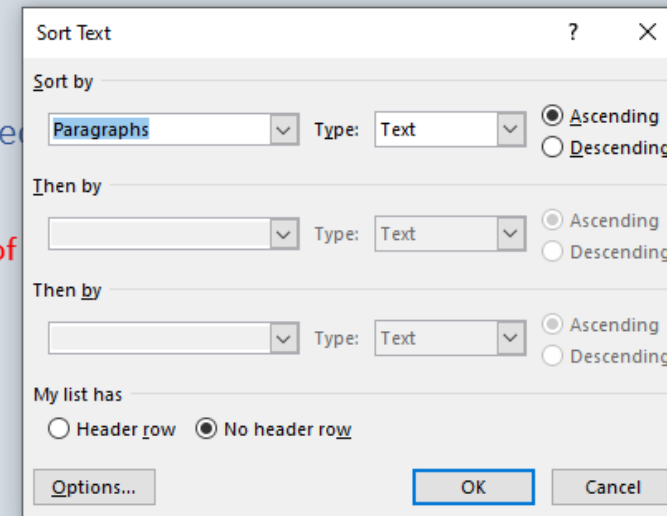




- HOME – Paragraph section – A-Z

Put these three groups of

April
August
December
February
January
July
June
March
May
November
October
September



SORT in Word



Open

Recent

Department of Education

OneDrive - Department of Edu...
vxmul0@eq.edu.au

Sites - Department of Education
vxmul0@eq.edu.au

Personal

OneDrive - Personal
vicki.muller@hotmail.com

This PC

Add a Place

Browse

Documents Folders

Name Date modified

Pinned

Data Bases Student Workbook.docx
OneDrive - Department of Education » 2023 » DIG101A » Students » DIG101... 16/06/2023 9:59 AM

Home Tutor Lessons.docx
OneDrive - Department of Education » 2025 10/03/2025 8:03 AM

Today

Home Tutor Lessons.docx
OneDrive - Department of Education » 2023 10/03/2025 8:07 AM

Last Week

U1 MEDIA WORKBOOK Y8 SW.docx
OneDrive - Department of Education » 2025 » Year 8 » Students » Marshall... 5/03/2025 1:01 PM

U1 MEDIA WORKBOOK Y8 SW.docx
OneDrive - Department of Education » 2025 » Year 8 » Students » 1LEFT ST... 5/03/2025 12:24 PM

U1 MEDIA WORKBOOK Y8 SW.docx
OneDrive - Department of Education » 2025 » Year 8 » Students » 1LEFT ST... 5/03/2025 12:22 PM

PIN important documents

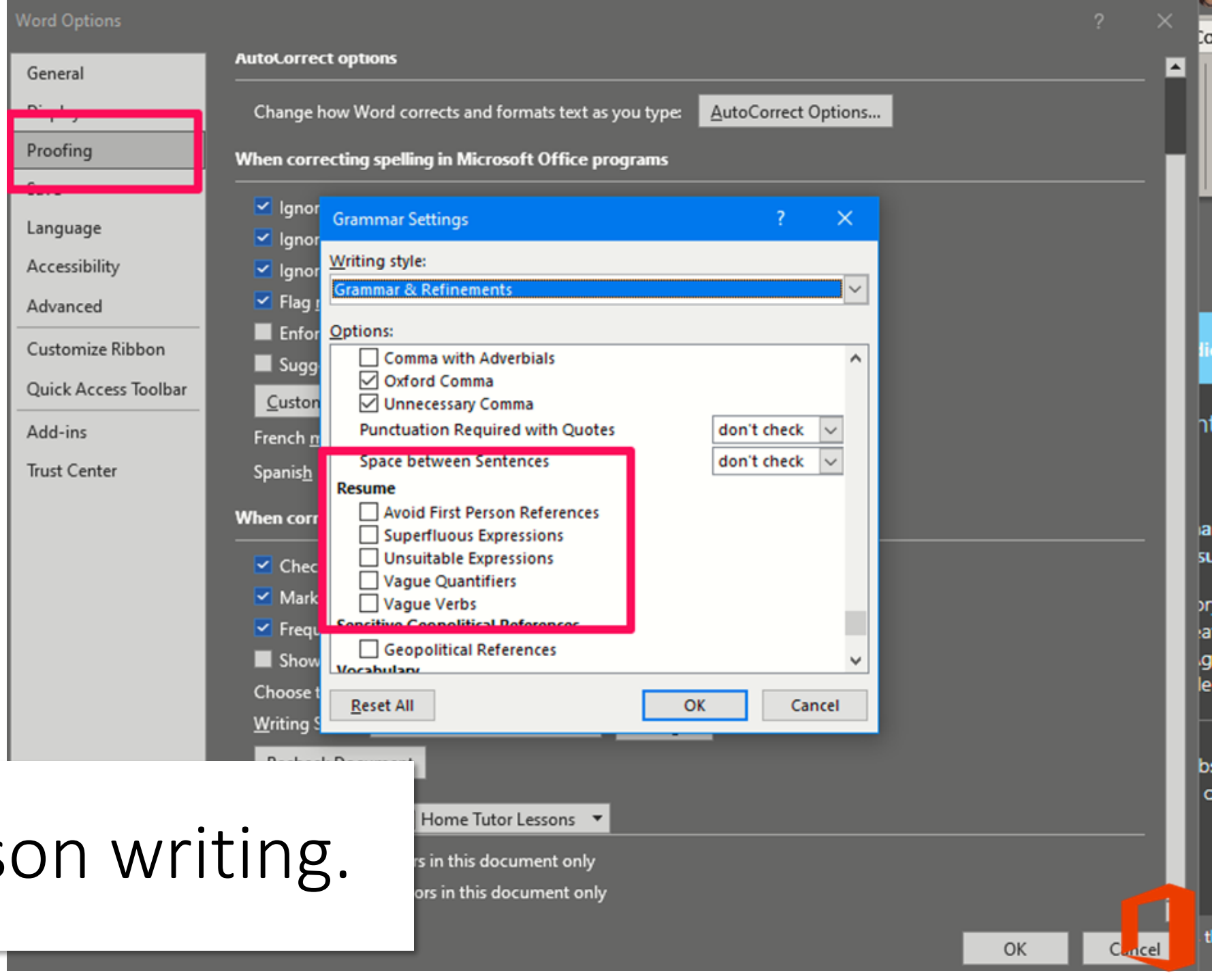


1. File

2. Options

3. Proofing

Avoid first person writing.

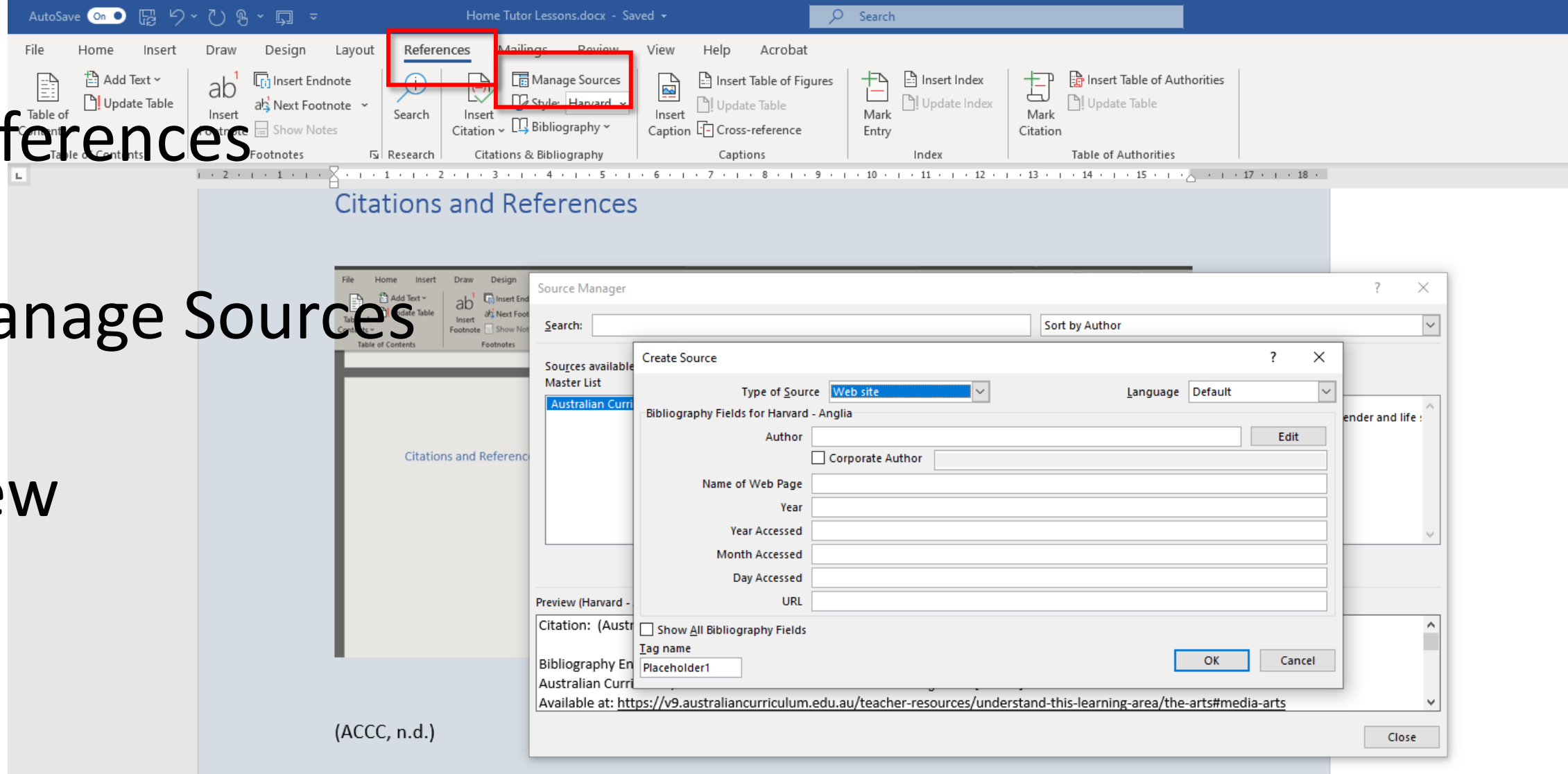


1. References

2. Manage Sources

3. New

Researching and Referencing.

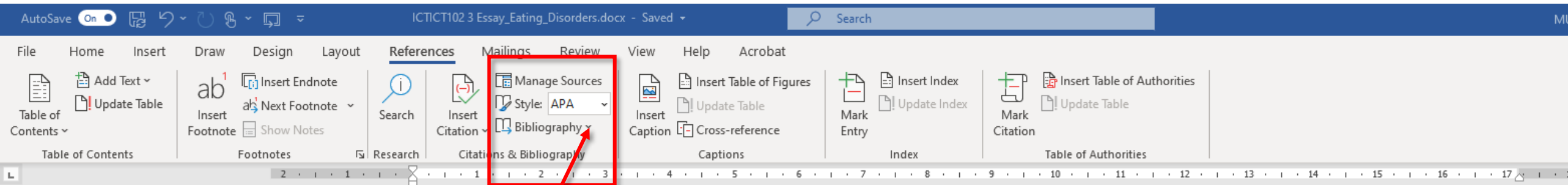


s-of-scams

of gender and life span. *Journal of Biology*, 8(4), pp.



Add a Reference List



References

Australian Curriculum. (2024, November 11). *Media Arts Understand this learning area*. Retrieved from Australian Curriculum: <https://v9.australiancurriculum.edu.au/teacher-resources/understand-this-learning-area/the-arts#media-arts>



Headings to create a Table of Contents

The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The 'Styles' section of the ribbon displays various heading styles. Two styles, 'Heading 1' and 'Heading 2', are highlighted with red boxes. Red arrows point from these boxes to the corresponding headings in the document. The document content is as follows:

Overweight and obesity

Introduction

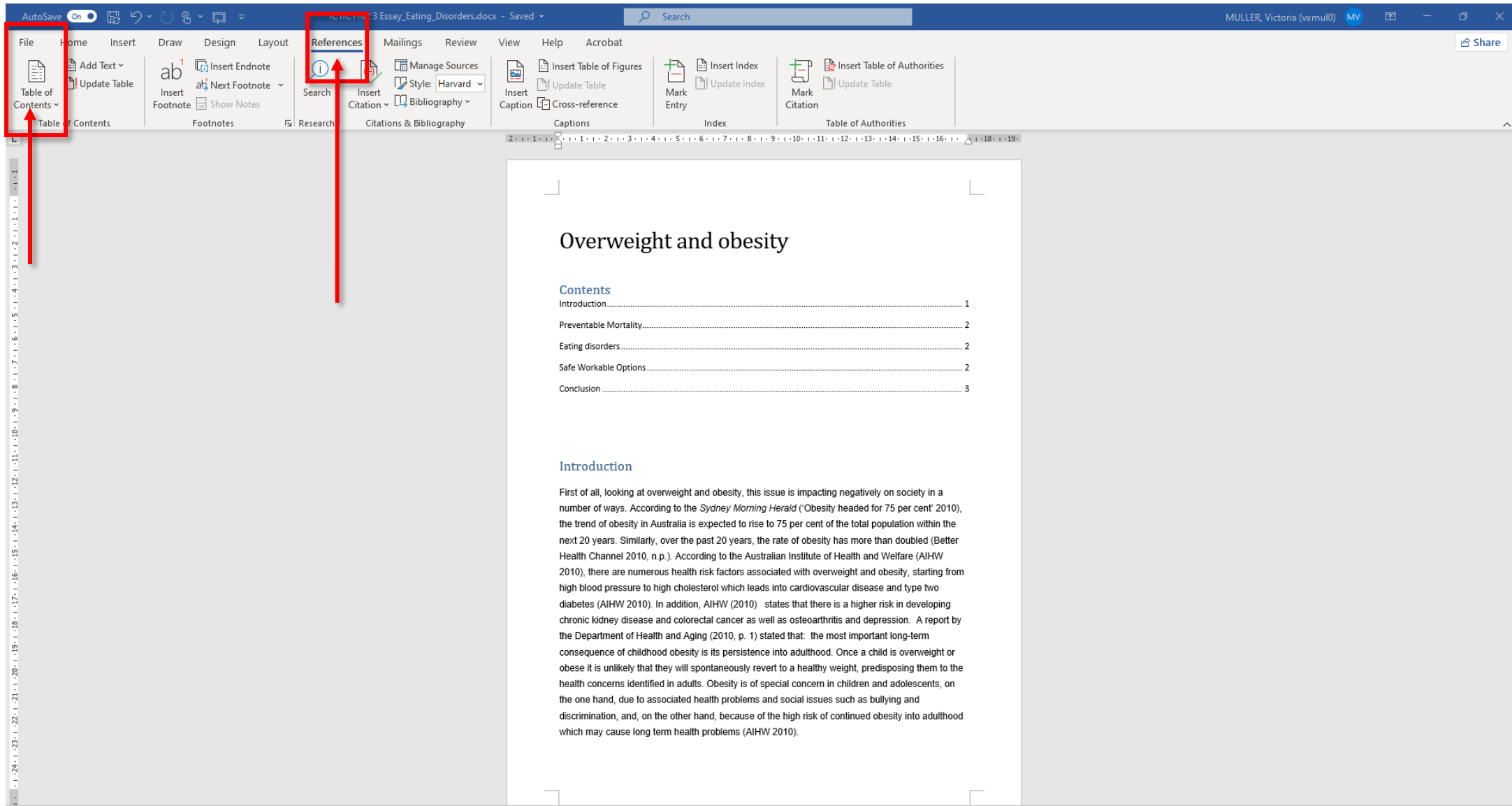
First of all, looking at overweight and obesity, this issue is impacting negatively on society in a number of ways. According to the *Sydney Morning Herald* ('Obesity headed for 75 per cent' 2010), the trend of obesity in Australia is expected to rise to 75 per cent of the total population within the next 20 years. Similarly, over the past 20 years, the rate of obesity has more than doubled (Better Health Channel 2010, n.p.). According to the Australian Institute of Health and Welfare (AIHW 2010), there are numerous health risk factors associated with overweight and obesity, starting from high blood pressure to high cholesterol which leads into cardiovascular disease and type two diabetes (AIHW 2010). In addition, AIHW (2010) states that there is a higher risk in developing chronic kidney disease and colorectal cancer as well as osteoarthritis and depression. A report by the Department of Health and Aging (2010, p. 1) stated that: the most important long-term consequence of childhood obesity is its persistence into adulthood. Once a child is overweight or obese it is unlikely that they will spontaneously revert to a healthy weight, predisposing them to the health concerns identified in adults. Obesity is of special concern in children and adolescents, on the one hand, due to associated health problems and social issues such as bullying and discrimination, and, on the other hand, because of the high risk of continued obesity into adulthood which may cause long term health problems (AIHW 2010).

Preventable Mortality

Overweight and obesity have also been identified as key risk factors of preventable mortality (Healey 2006). Australians spend about \$1 million a day on weight loss attempts with little success. Furthermore, it comes with a great cost to society and the affected individuals. In the *Medical Journal of Australia*, Colagiuri et al (2009, p. 1) highlights that annual health care cost per person increases from \$1472 for those of normal weight to \$2788 for the overweight. This article also points out that the annual total cost for overweight and obesity in 2005 was \$21 billion. It has been shown that the health, economic and psychological consequences of overweight and obesity are very high to the individual and society in general. However, this trend can be reversed by promoting healthy lifestyles and preventing more people from becoming overweight and obese.



Headings to create a Table of Contents

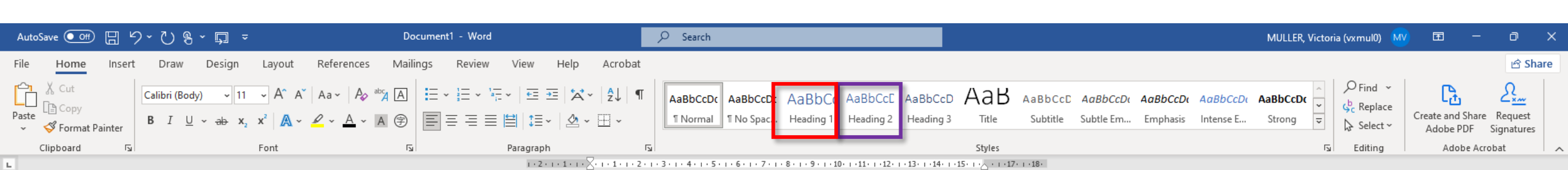


The screenshot displays the Microsoft Word interface with the 'References' tab selected. Two red boxes and arrows highlight the 'Table of Contents' button in the 'References' ribbon and the 'Table of Contents' button in the left-hand navigation pane. The document content shows a heading 'Overweight and obesity' followed by a 'Contents' section with a list of items and their page numbers:

Contents	
Introduction.....	1
Preventable Mortality.....	2
Eating disorders.....	2
Safe Workable Options.....	2
Conclusion.....	3

Below the 'Contents' section is the 'Introduction' section, which begins with the text: 'First of all, looking at overweight and obesity, this issue is impacting negatively on society in a number of ways. According to the *Sydney Morning Herald* ('Obesity headed for 75 per cent' 2010), the trend of obesity in Australia is expected to rise to 75 per cent of the total population within the next 20 years. Similarly, over the past 20 years, the rate of obesity has more than doubled (Better Health Channel 2010, n.p.). According to the Australian Institute of Health and Welfare (AIHW 2010), there are numerous health risk factors associated with overweight and obesity, starting from high blood pressure to high cholesterol which leads into cardiovascular disease and type two diabetes (AIHW 2010). In addition, AIHW (2010) states that there is a higher risk in developing chronic kidney disease and colorectal cancer as well as osteoarthritis and depression. A report by the Department of Health and Aging (2010, p. 1) stated that: the most important long-term consequence of childhood obesity is its persistence into adulthood. Once a child is overweight or obese it is unlikely that they will spontaneously revert to a healthy weight, predisposing them to the health concerns identified in adults. Obesity is of special concern in children and adolescents, on the one hand, due to associated health problems and social issues such as bullying and discrimination, and, on the other hand, because of the high risk of continued obesity into adulthood which may cause long term health problems (AIHW 2010).





Headings to create a Table of Contents

Fruit
Banana
Apple
Pear

Vegetables
Beans
pumpkin

Meats
Sausages
Steak

Contents

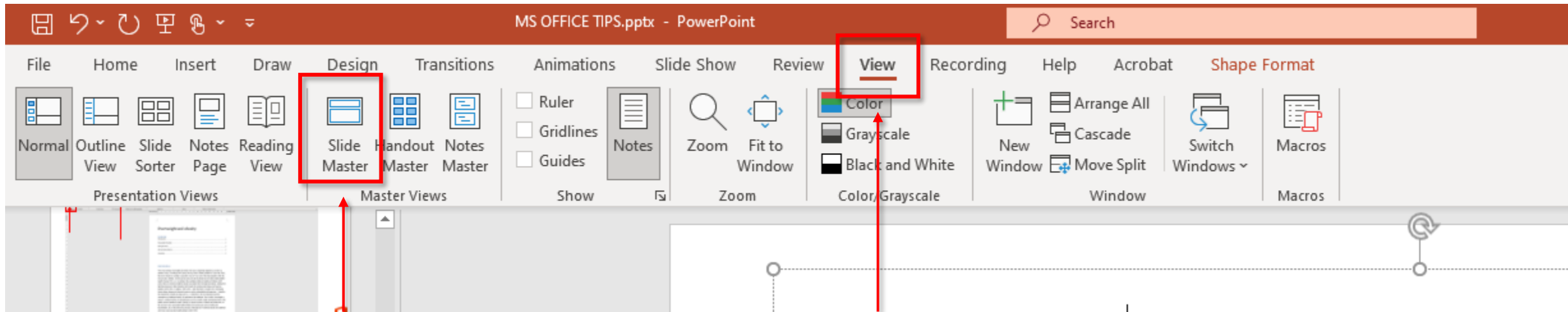
Fruit.....	1
Banana	1
Apple	1
Pear	1
Vegetables.....	1
Beans.....	1
pumpkin	1
Meats	1
Sausages.....	1
Steak.....	1



POWERPOINT



Slide Master



Click to edit Master title style

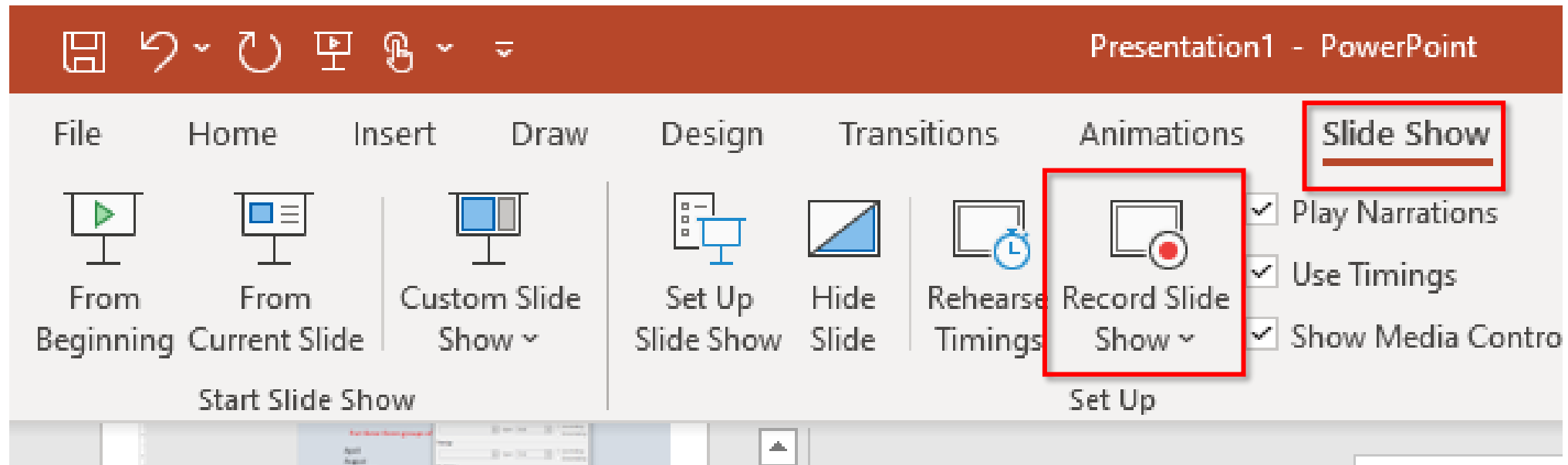
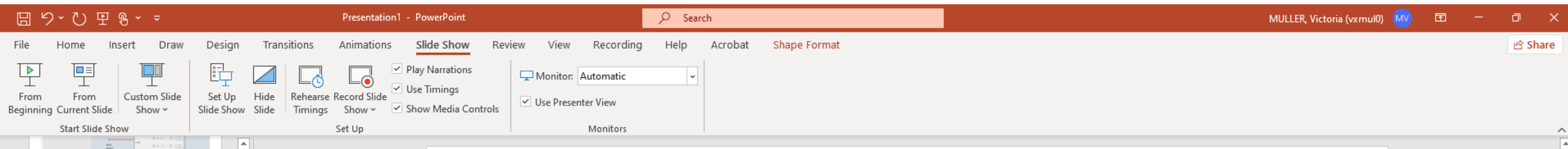
- Click to edit Master text styles

- Second level
 - Third level
 - Fourth level
 - Fifth level



Power Point

- Record Slide Show



Animations in PowerPoint

- This is how
- You make words appear
- One line at a time in a presentation
- You can also add images
- And you can take them away....



PowerPoint interface showing the Animations tab and the Animation Pane.

Animations in PowerPoint

- This is how
- You make words appear
- One line at a time in a presentation
- You can also add images
- And you can take them away....

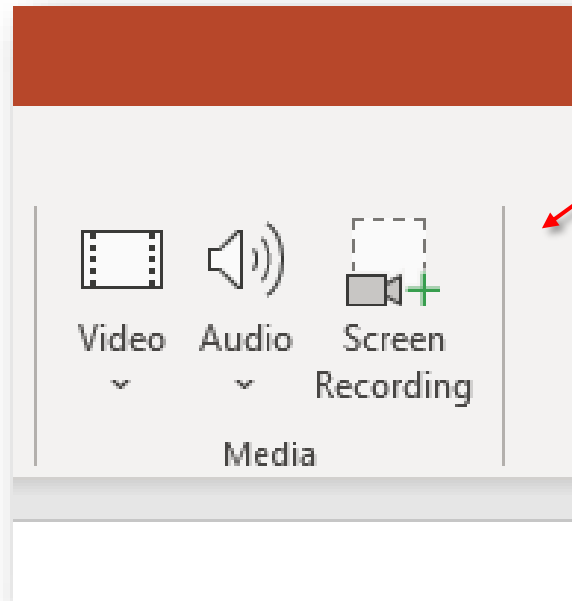
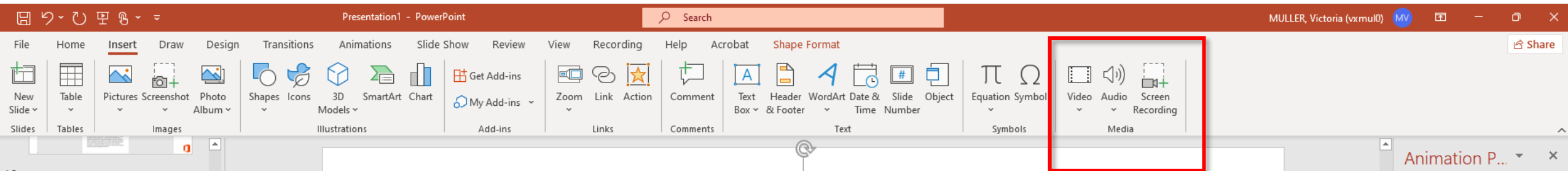
Click to add notes

Animation Pane:

Slide	Object	Effect	Start	Duration	Delay
1	Content Place...	Appear	On Click	00.50	00.00
6	Picture 4	Appear	On Click	00.50	00.00
7	Picture 8	Appear	On Click	00.50	00.00
8	Picture 6	Appear	On Click	00.50	00.00
9	Picture 4	Disappear	On Click	00.50	00.00
10	Picture 8	Disappear	On Click	00.50	00.00
11	Picture 6	Disappear	On Click	00.50	00.00



Screen Recording



EXCEL



SABROSA

Empanadas & More

Budget & Paper Supplies

Sabrosa Empanadas & More

1202 Biscayne Bay Drive

Orlando, FL 32804

PAPER SUPPLY ORDERS

ITEM	QUANTITY	PRICE PER UNIT	LINE TOTAL
Plastic Silverware (box of 100)	15	\$8.75	
Napkins (box of 250)	18	\$2.59	
Plates (box of 50)	9	\$14.25	
Hot Sauce (gallon bottle)	12	\$11.99	
TOTAL			

JUNE BUDGET

\$1,200

JULY BUDGET

\$1,500

TOTAL



B4



=C4*B4

A

B

C

D

SABROSA

Empanadas & More

Budget & Paper Supplies

Sabrosa Empanadas & More

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Orlando, FL 32804

PAPER SUPPLY ORDERS

ITEM	QUANTITY	PRICE PER UNIT	LINE TOTAL
Plastic Silverware (box of 100)	15	\$8.75	=C4*B4
Napkins (box of 250)	18	\$2.59	
Plates (box of 50)	9	\$14.25	
Hot Sauce (gallon bottle)	12	\$11.99	
TOTAL			

JUNE BUDGET

\$1,200

JULY BUDGET

\$1,500

TOTAL

\$2,700



SABROSA

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Budget & Paper Supplies

Sabrosa Empanadas & More

1202 Biscayne Bay Drive

Orlando, FL 32804

PAPER SUPPLY ORDERS

ITEM	QUANTITY	PRICE PER UNIT	LINE TOTAL
Plastic Silverware (box of 100)	15	\$8.75	\$131.25
Napkins (box of 250)	18	\$2.59	\$46.62
Plates (box of 50)	9	\$14.25	\$128.25
Hot Sauce (gallon bottle)	12	\$11.99	\$143.88

TOTAL

JUNE BUDGET

\$1,200

JULY BUDGET

\$1,500

TOTAL



SABROSA

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1202 Biscayne Bay Drive

Orlando, FL 32804

PAPER SUPPLY ORDERS

ITEM	QUANTITY	PRICE PER UNIT	LINE TOTAL
Plastic Silverware (box of 100)	15	\$8.75	\$131.25
Napkins (box of 250)	18	\$2.59	\$46.62
Plates (box of 50)	9	\$14.25	\$128.25
Hot Sauce (gallon bottle)	12	\$11.99	\$143.88

TOTAL

JUNE BUDGET

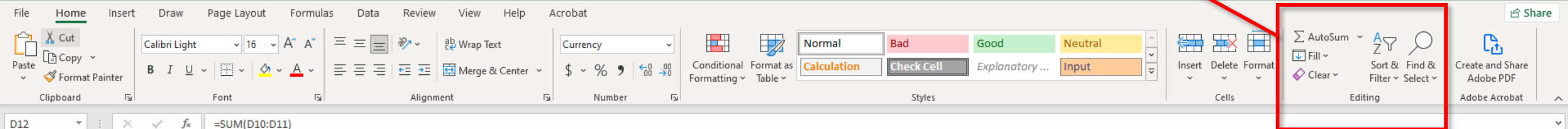
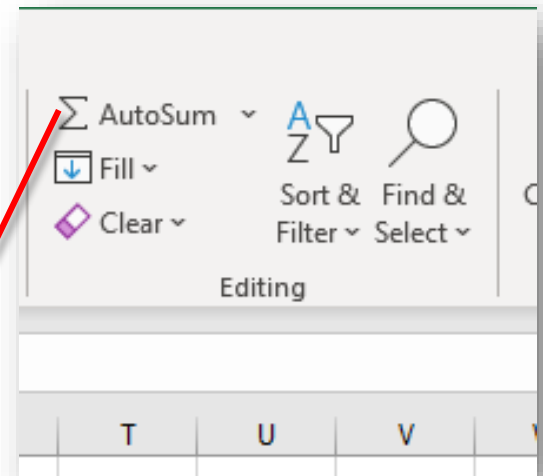
\$1,200

JULY BUDGET

\$1,500

TOTAL

\$2,700



Email Signature

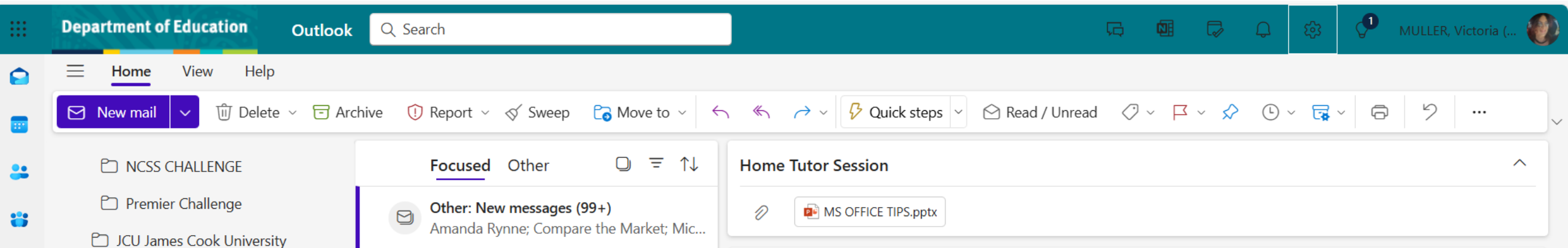
Using Online OFFICE 365



Office 365

Outlook

Email Settings



Email Settings

Settings

Search settings

- Account
- General
- Mail
- Calendar
- People

Email account

Automatic replies

Signatures

Categories

Storage

Signatures

Email signature

You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.

Create and edit signatures

[+ New signature](#)

School Rename Delete

Warmest regards,

Victoria Muller [\(she/her\)](#)
BDigMedia GradDipEd (Teach)
Year 8, 9, 10 and 12 Media Arts, Digital and Design Technology, Cert II ADT Teacher.
Seesaw Certified Educator since June 26, 2018
Capricornia School of Distance Education

☐ Include a link to my bookings page in my signature

Select default signatures

For New Messages: Outlook Web Signature

Email Signature should look like this:

- Salutation (*optional*)
- FirstName Surname
- Positon (Student/Parent)
- Contact Details (Email, Phone etc..)

