



Fantastic ••••• Features (for Word and Excel) and Where to Find THEM (Here!)

For your entertainment and enlightenment, allow me to present short tutorials on some Word and Excel features that you may find useful in your day-to-day work.

Issue #1

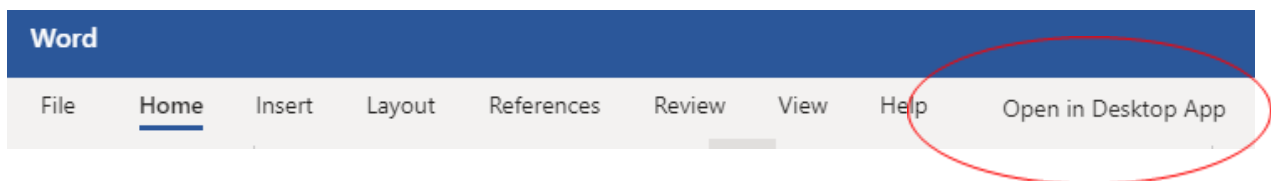
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Editing a Word Document in Sharepoint

There are two ways to edit a Sharepoint document.

Editing a Word document inside Sharepoint is different from editing in Word. Some features will not behave in Sharepoint the way you expect. For instance, the document will save automatically as you work. Some dialog and drop-down menus do not operate at all in Sharepoint.

In order to access all of Word's features, you should OPEN IN DESKTOP APP.



This feature allows you to work in Word and will show all of the features and tools available for editing the document, including check boxes, drop-down menus, and dialog boxes.

You will have to manually save the document.

Once you are finished, closing the document will return it to the Sharepoint library.

Have a question or feature you'd like addressed? Contact Caroline Laudig, FSSA Grants Office