

Chapter 1 : How to edit Microsoft Office documents stored on Google Drive - TechRepublic

To add or edit text in a PDF that was made in an Office program like Excel or Publisher, start with the original Office file. Open that file in your Office program, make your changes, and then save the file in PDF format again.

Contributors In this article Word Online formerly Word Web App extends your Microsoft Word experience to the web browser, where you can work with documents directly on the website where the document is stored. Alignment guides and live layout Rulers and gridlines are not available in Word Online. Learn more about differences between using a document in the browser and in Word. Apply styles The paragraph and character styles that are saved in a document are available to be applied to text in Word Online. Office add-ins only work in the Word desktop app and are not available in Word Online. Learn how to get an add-in for Word. Autosave Word Online automatically saves your document when you make changes. This is useful, for example, when you need to repeatedly enter the same large block of text and the text contains a lot of formatting. You create AutoText entries by adding selected text to the AutoText gallery. To learn more, see Automatically insert text. Browse and start from professionally designed templates Not available in Word Online. Advanced design features, such as starting documents from a large selection of professionally designed templates hosted on Office. However, Office customers can configure a document library to launch a custom template when a user creates a new document. To learn more, see Add a content type to a list or library. Bullets and numbering With Word Online, you can apply a choice of three bullet styles or five numbering styles. Click the Increase Indent and Decrease Indent buttons to change the list level for existing bulleted and numbered lists in the document, as well as those created in the Word desktop app. Captions Not available in Word Online. If you have the Word desktop app installed on your computer, then you can use Word to add captions to a document. Learn more about adding captions in Word Citations and bibliography Not available in Word Online. If you have the Word desktop app installed on your computer, then you can use Word to add a bibliography and citations to your document. Learn more about creating a bibliography in Word Clipboard Because of the limitations of web browser technology, copying and pasting text in Office Online differs from copying and pasting text in the Office desktop applications. Learn more about copy and paste in Office Online. Collaboration- advanced Not available in Word Online. Advanced collaboration features, such as turning on Track Changes and merge, compare, and combine documents, are only available in the Word desktop app. As expected, tracked changes appear in Word Online while in View mode. Content controls Content controls are individual controls that you can add and customize for use in templates, forms, and documents. To learn about content controls, see Content controls. Cover pages Microsoft Word offers a gallery of convenient predesigned cover pages. You can simply choose a cover page and replace the sample text with your own. Creation of advanced document elements Not available in Word Online. Advanced document elements, such as AutoText, cover pages, bibliography, table of contents, index, equations, and watermarks, are only available in the Word desktop app. Document parts and themes Not available in Word Online. Document parts and themes, such as content controls and pre-formatted collections of color scheme, font scheme, and graphic effect pre-sets are only available in the Word desktop app. Document translation Translate documents directly in the browser. Even document comments are translated. Dropbox Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software. Equations Microsoft Word includes built-in support for writing and editing equations, as well as equations that you can drop into your documents. Font formatting With Word Online, you can apply font, font size, and several font formatting attributes including bold, italic, underline, and superscript. Highlight text, change font color, and clear formatting for selected text. Document theme formatting is available to format text in Word Online. Find the active theme fonts at the top of the Fonts gallery and theme colors in the Font Color gallery. Footnotes and endnotes You can add footnotes and endnotes to your documents in Word Online. Learn more about adding footnotes and endnotes in Word Online. The layout and formatting are what you would see if you were to open the document in Print Layout view in the Word desktop app. Graphic effect presets You can use presets to apply special effects such as rotation, shadows, saturation, and text effects to

graphics. Headers and footers Insert a header and footer to your document in both Word Online and the Word desktop app. You also have the ability to apply headers and footers to all pages except the first page of your document. Hyperlinks With Word Online, you can easily create links to bookmarks within a document, and set a screen tip that displays when the cursor points to the link. Learn more about hyperlinks in Word Online. Index An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index. Ink Editor Ink Editor allows you to edit and format documents using natural gestures such as circling to select text and cross out to delete text. Insert online pictures With Word Online, you can insert a picture from a file saved on your local hard drive or from Bing Images. However, these documents cannot be edited in the browser, and you cannot create IRM-protected documents in Word Online. Advanced document protection features, such as creating IRM-protected documents and applying password-protection, are only available in the Word desktop app. Learning Tools Learning Tools are designed to help you improve your reading skills by boosting your ability to pronounce words correctly, to read quickly and accurately, and to understand what you read. Lists In Word Online, start typing directly below an existing numbered list and your next line automatically becomes part of the list. Learn more about creating a list in Word Online. Mail merge Not available in Word Online. Advanced data integration features, such as mail merge using an Excel spreadsheet, is only available in the Word desktop app. Offline viewing and authoring Not available in Word Online. Office Online requires an Internet connection and an Internet browser. If you have the Word desktop app installed, you can use the full functionality of Word to view and edit your document. When you save, the online document is updated with your changes. You can also download and save-as an offline copy of the document, but it will not be in sync with the online version. Learn more about Office Web Apps Server. Page breaks Insert page breaks in both Word Online and the Word desktop app. Page layout tools With Word Online, you can adjust margins, size of paper, and whether the page is laid out vertically or horizontally in your documents. Word Online does not display rulers and gridlines. Learn how to Delete a blank page in Word Online. Page layout tools- advanced Not available in Word Online. Advanced page layout features, such as page borders and line numbers, are only available in the Word desktop app. Page numbers Insert page numbers to your document in both Word Online and the Word desktop app. You also have the ability to apply page numbers to all pages except the first page of your document. Paragraph formatting With Word Online, you can align paragraphs left, right, or centered; run text right-to-left; increase or decrease indentation; and format paragraphs as a bulleted or numbered list. You can also clear formatting. You cannot adjust line spacing in Word Online. Picture tools With Word Online, you can resize pictures and add alternative text in your document. Preformatted font and color schemes You can use themes to simplify the process of creating matching, professional-looking documents. Themes can be applied to tables, charts, shapes and diagrams to provide consistent fonts, effects, and color schemes. Present online Not available in Word Online. With Word desktop app, you can use Office Presentation Service or Skype for Business Online to display a document during an online meeting so that colleagues can follow a link to watch as you page through the document. Learn more about printing a document in Word Online. Printing- advanced Not available in Word Online. Advanced printing features, such as printing markups and document properties, are only available in the Word desktop app Proofing tools Word Online automatically checks spelling as you type and applies a wavy red underline to misspelled text. Common AutoCorrect actions are included, such as correcting routine misspellings or converting characters to symbols. Additionally, you can set the proofing language or turn off the spelling checker for selected text. Proofing tools- advanced Not available in Word Online. Advanced proofing tools, such as adding new words to the spell check dictionary, applying a custom dictionary, and language and translation tools, are only available in the Word desktop app. Real-time co-authoring More than one person can work simultaneously in a document. Reference tools Bibliography, table of contents, and index features display in the document as expected in View mode. In Edit mode, they appear as placeholders that you can delete but not edit or update. Advanced reference tools, such as creating a bibliography, table of contents, index, or table of authorities, are only available in the Word desktop app. Researcher Researcher helps you find and incorporate reliable sources

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Chapter 2 : Can't edit my files - Microsoft Community

Open and Edit Microsoft Office Files Without Office- Microsoft Office is the most widely used program for creating and storing informative data into different file extensions. It includes Word documents, Excel spreadsheets, Access, and PowerPoint presentations.

You have a royalty-free right to use, to modify, to reproduce, and to distribute the Dsofile. This is provided that you agree that Microsoft has no warranty, no obligations, and no liability for their use or for the information provided within. The component and source code is provided free of charge for educational purposes only and is considered a sample. If you want to use the component, or any part thereof, in a production solution, you are responsible for reviewing, for modifying, for testing, and for supporting the component yourself. Use at your own risk. Note To read and to edit Office documents by using this sample, you must install the Office Compatibility Pack. For more information, see the "Resources" section. Information about OLE document properties Every OLE compound document can store additional information about the document in persistent property sets. These are collectively called the "Document Summary Properties. To help developers that are interested in reading document properties, we have provided the following two interfaces to manage property sets: IPropertySetStorage IPropertyStorage However, some high-level programming languages may have trouble using these interfaces because the interfaces are not Automation-compatible. This applies particularly those that are used by Microsoft Office applications. Use the DsoFile component from your custom application The Dsofile. This includes, but is not limited to, the following: Word documents Excel workbooks PowerPoint presentations Because of the size and the speed of the Dsofile. That object is named DSOFfile. OleDocumentProperties object provides access to the OLE document properties of a file you load by using the Open method. All properties are read in and cached on open. All properties are then made available through the OleDocumentProperties object for editing. The properties are only written back to the file when you call Save. When you are done editing a file, call Close to release the file lock. Custom properties are listed in the CustomProperties collection. Each custom property has a unique name. Each custom property is accessible in the collection by that name. You can add or remove individual properties. Also, you can enumerate through the entire collection by using the "For Each" syntax in Visual Basic. When theOpen method is called, the OleDocumentProperties object that is named Dsofile tries to open the document for both read access and write access. If the file has been marked read-only or if the files is located on an NTFS share that only provides Read access, the call may fail. You may receive the following error message: Permission denied If you want to open the file for read access only , pass True for the ReadOnly parameter on the Open method. However, if Dsofile cannot gain access because file is read-only or is locked by another process, open a read-only copy. Then, you can verify whether the document is opened read-only by using the IsReadOnly property. Once a property has been changed or modified, you can use the IsDirty property to verify whether the property set has to be saved. Changes that are made are not written to the file until Save is called. If you do not call Save, your changes are lost on Close. In addition to the standard Automation error messages, Dsofile can return one of the following custom error messages when something goes wrong: You must open a document to perform the action requested. You must close the current document before opening a new one in the same object. The document is in use by another program and cannot be opened for read-write access. The document is not an OLE file, and does not support extended document properties. The command is not available because document was opened in read-only mode. The object is not connected to the document it was removed or the document was closed. Cannot access property because the set it belongs to does not exist. The property requested does not exist in the collection. An item by that name already exists in the collection. Dsofile can read and write to either type of property set. By default, Dsofile selects Unicode when Dsofile creates new sets, such as when adding properties to a file that has none. Because existing property sets may use MBCS format, Dsofile has to store strings in the same format during a save. If you try to add a string that is unable to map into the code page for the property set, the operation may fail. Therefore, limit your strings to characters that you know exist in the code page of the system that made the

file. Alternatively, make sure that all property sets are in Unicode format before you edit those properties. You have to modify the sample if you want to add this ability. The self-extracting setup also installs two Visual Basic .NET test applications that demonstrate how to use the component and all the source code. If you move the DLL to another location or to another computer, you have to re-register the DLL before you can use it again. To run the sample, follow these steps: For a Visual Basic 6. To do this, select References on the Project menu. Press F5 to run the project. When you are prompted to open a compound document file, select an appropriate file and notice that its document properties appear. For a Visual Basic 7. NET or in Visual Basic 8. If you are prompted to automatically convert the solution to 8. Press F5 to compile and to run the Visual Basic project. When the form appears, click Open. Select an appropriate Office file and click OK. Notice that the document properties of the Office file appear in the dialog box. You can edit the document properties. To download and install the Compatibility Pack, visit the following Microsoft Web site:

Chapter 3 : Edit Microsoft Office files from the Dropbox mobile app – Dropbox Help

I can't edit my files. I keep getting this message: The account you signed into isn't associated with this Office Support product. To activate this install, please in with the product.

Once connected, you can access the files in your Dropbox from the Open tab. Any other Office files will be read-only. Do I need to sign in with a Microsoft login in order to edit Office files? You can edit files stored in your personal Dropbox account Basic or Plus without logging in with a Microsoft account e. A Microsoft login is also required when opening the Office apps directly to access your Dropbox files there. How do I unlink or relink my Dropbox account from the Office Mobile apps? To unlink a Dropbox account from an Office Mobile app: Open the Office Mobile app. Tap the folder icon. From the list of places, tap and hold Dropbox. Tap the trash can to remove Dropbox from the Office Mobile app. To re-link a Dropbox account to an Office Mobile app: Tap Add a place. Or, to link a new Dropbox account, tap Use a different account. Do I need to pay for Office in order to edit my Office files? The Office apps are free to download onto your mobile device. Editing is free for Dropbox Basic and Plus accounts. How do I edit Office files stored in the Dropbox mobile app? This article details how to open and edit files in the Dropbox and Office mobile apps. How do I set or clear an Office app as the default app for opening files? When you edit or open your Dropbox files with a third-party application, you have the choice to set that app as the default for opening files of that type. To set a default app to open certain file types: Once the document preview loads, tap the Edit icon it looks like a pencil and paper. You will see a list of available third-party apps. Choosing Always sets this app as the default app for opening this file-type from Dropbox. If you ever want to change or clear your default apps, you can do so from the Dropbox settings: Open the Dropbox app.

Chapter 4 : Open and edit Office files on your Chromebook - Chromebook Help

Now, you can open and edit your Office files stored on Google Drive in several ways. And, if you use a Mac or Windows system with Office installed, you can do so with the full editing power of Office.

Lori Kaufman May 13, , You can edit them like that, or convert them to Google Docs format, which will provide more features. Once the extension is installed, drag the Office file onto the Chrome window until you see a copy icon as shown below. The first time you drag an Office file onto the Chrome window, the following dialog box displays. There a limited number of features you can use to edit the Office file in your Google Drive account. However, if you convert the document to a Google document, there are more features available, and you can share the document with others. If you uploaded and opened an Excel file. A dialog box displays while the document is converted and saved to your Google Drive account. Once you make your changes, you can download the Google document as an Office file. There are also other formats in which you can download the Word file, such as. Another way to work with Office files in your Google Drive account is to upload them to your Google Drive account using the Google app for Windows , which can be downloaded from here. The Word file is opened in a new tab and you can edit the document just like when you dragged the Word file onto the Chrome window previously. Open the Google Drive app on your device and navigate to where the Word file you want to open is located. Tap on the file. Your Word file is automatically opened in Google Docs. You can edit the Word file as it is by tapping in the document 1 and adding content or changing existing content and formatting the text 2. You must save a Word file as a Google Docs file if you want to share the file. This submenu also includes the Save as Word. Now you can edit and share your Google Docs document, and convert it back to a Word document, if you so choose. So, to access them, you must have an internet connection. You can read more about using the Google Drive for Windows app.

Chapter 5 : Microsoft Office for Dropboxâ€™frequently asked questions â€™ Dropbox Help

Introduction. Microsoft Office Online is the web-based versions of Microsoft Word, Excel, and PowerPoint. With Microsoft Office Online you can view and edit Office documents without needing Office installed on your desktop.

Chapter 6 : Office Editing for Docs, Sheets & Slides - Chrome Web Store

The co-authoring functionality is not available calendrierdelascience.com files (the Microsoft Word format),.rtf files, or other formats. You don't have edit permissions for this file If you do not have edit permission for the file, the co-authoring functionality is not available.

Chapter 7 : How to Get Microsoft Office For Free - wikiHow

How to Edit PDFs in Microsoft Office PDF (Portable Document Format) is a file format commonly used for e-books, flyers, product manuals, forms, and other documents. PDFs can capture all the components of a printed document as an electronic image that you can view, navigate, print, or forward to someone else.

Chapter 8 : Microsoft account | Sign in to your Office Account to create and collaborate

Microsoft Office files are still very common, but if you're more of a Google Docs, Sheets, and Slides user, you can still edit Word, Excel, and PowerPoint files in Google Drive-if you know how. On the desktop, you'll need to use the Google Chrome browser and an official Chrome extension to edit Microsoft Office documents, using Google.

Chapter 9 : Box for Office Integrations

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Microsoft Edge to edit PDF files I just upgraded to Windows 10, and it gave me Microsoft Edge to open my pdf files. Occassionally, I need to edit the pdf files.