

11 tips and tricks to use Microsoft Word Online you should know

With Microsoft Word Online, you can use the features needed to create Word documents anywhere without worrying about losing files. However, you can take advantage of the tips and tricks below to enhance its power.

Gone are the days when you needed a professional Office Suite on your computer to create a Word document. Now all you need is a valid Office 365 account to access Microsoft Word Online immediately. From creating a simple to complex document, you can do a lot of things with Word Online.

However, that's not all Word Online offers. You will be surprised by the number of features that this online version of Word owns.

1. Microsoft Office Online: Free, full of essential features, latest version, everywhere use, no loss of files, what are you waiting for without trying?

This article will tell you 11 tips and tricks to make the most of the power of Microsoft Word Online.

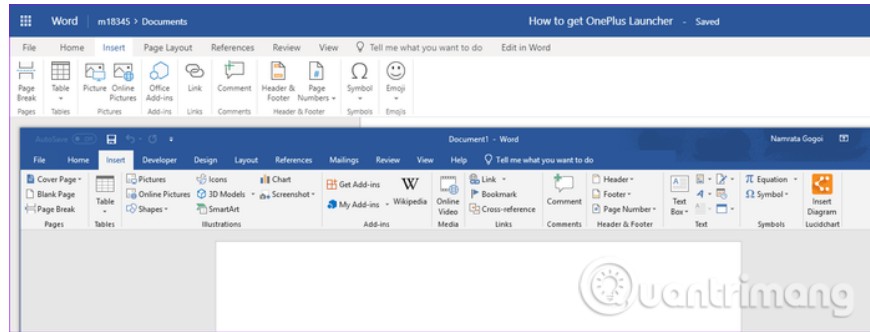
Tips for using Word Online

1. Add collaborators and block downloads
2. Save the document as a PDF or doc file
3. Edit in Word offline
4. Add and manage comments
5. Select the title
6. Set up spell checking
7. Turn Word document into website
8. Clean up the Word Online homepage
9. Use Word file from offline version on Word Online
10. Embed a Word Online document on the website
11. Search for tools and features on Word Online

Word Online and Offline: What are similarities?

Before beginning Word Online tips and tricks, we will look at what online and offline versions have similarities and differences.

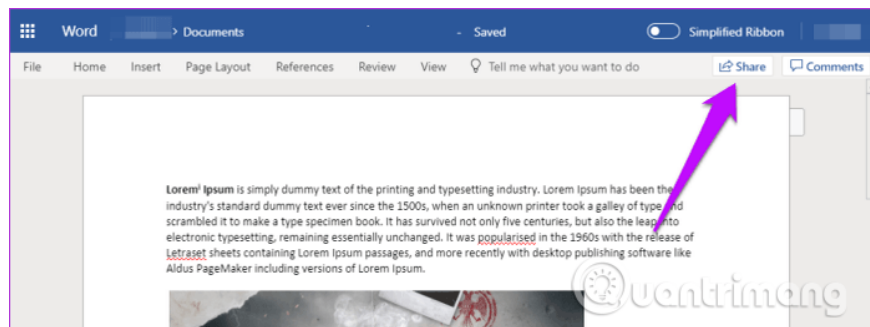
Both this online and offline versions are almost self-similar in text format. You will see basic options like the Clipboard, Font, Paragraph, Styles, Insert tab, Layout in both versions.



However, the online version will not have features like 3D Icons, Charts or References. Another difference is that the tools in the Ribbon of the Online version are much simpler than the offline versions.

1. Add collaborators and block downloads

If you've used shared documents in Google Docs, you'll see many similarities between Google Docs and Word Online. When creating the document, click on the **Share** button in the upper right corner.



Next, click on the link **Anyone can Edit** . to see four other options. To add a specific collaborator, select **Specific people** , then click **Apply** and add a name.

Share



Link settings

Who would you like this link to work for? [Learn more](#)



Anyone with the link



People in repurpose co...e
experiences with the link



People with existing access



Specific people

Other settings



Allow editing



Set expiration date



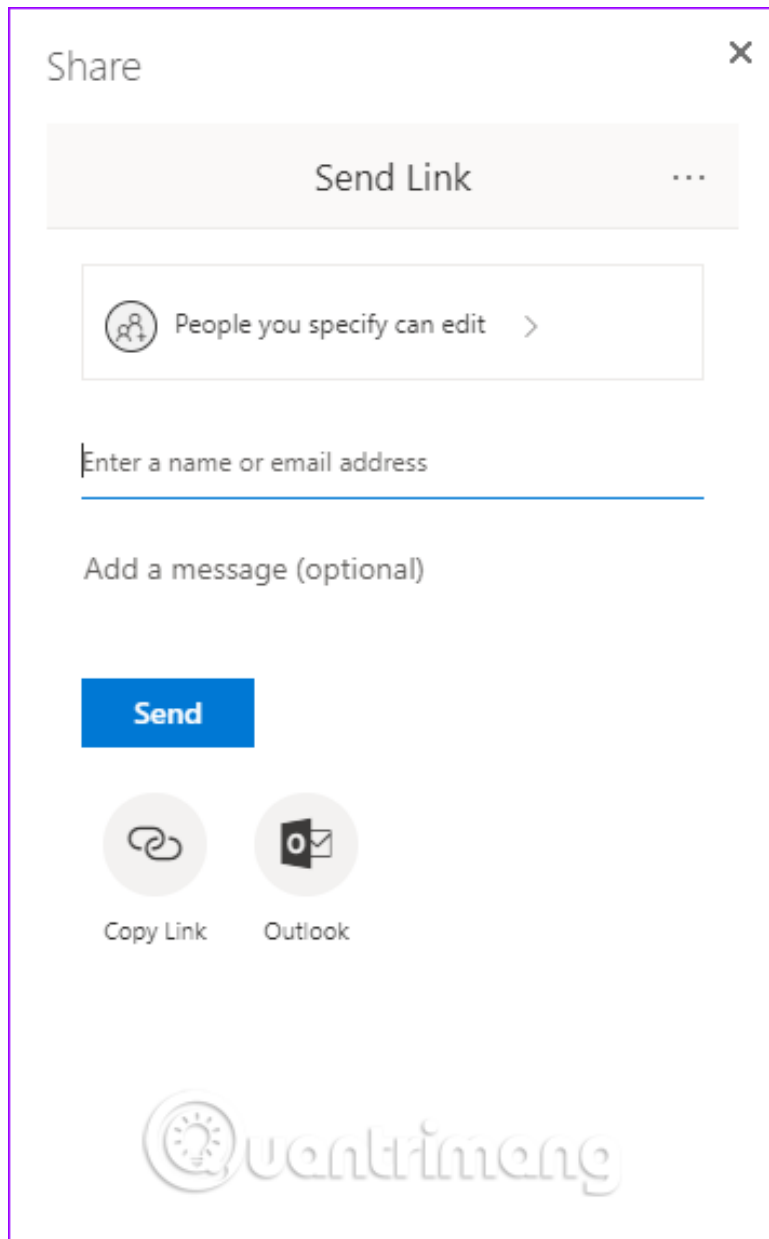
Block download



Apply

Cancel





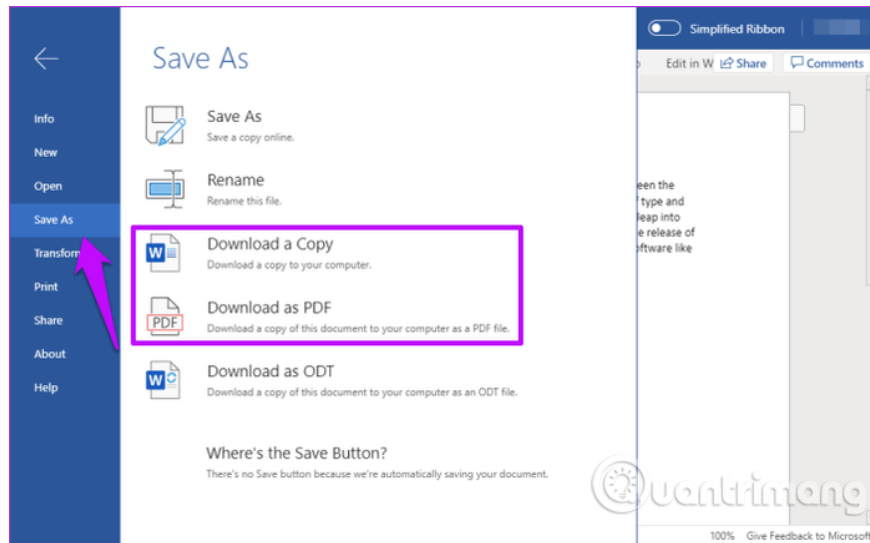
In addition, you can block downloads for viewing documents only by turning off the **Block Download** option.

Tip : If you share links manually, you can set an expiration date for the link.

2. Save the document as a PDF or doc file

One of Word Online's favorite user features is downloading offline documents as a .docx file and continuing to work on it. This conversion is quite simple and you will not see the difference between the online and offline versions.

To convert, click **File> Save As> Download a Copy** and open .docx file in Office 365.

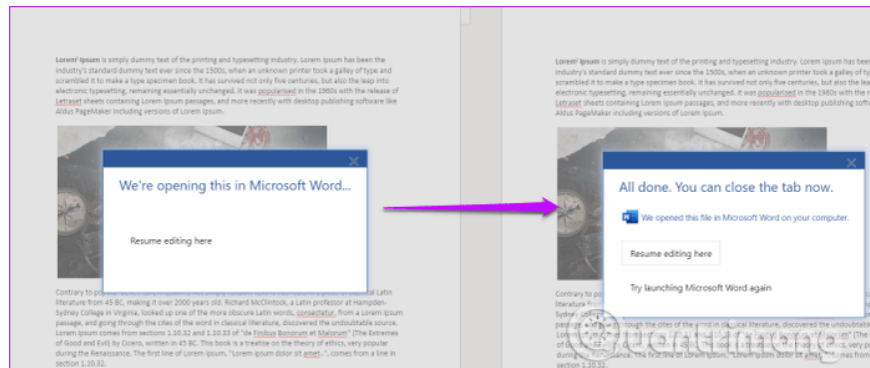


In addition, you can also download a copy as a PDF or ODT file.

Tip : You can download documents directly from the Word homepage by opening the **Details** menu and selecting **Download** .

3. Edit in Word offline

In addition to saving files in .docx format, you can also open the file right on the desktop version of MS Word. However, you should note that using the same login information on both online and offline accounts.

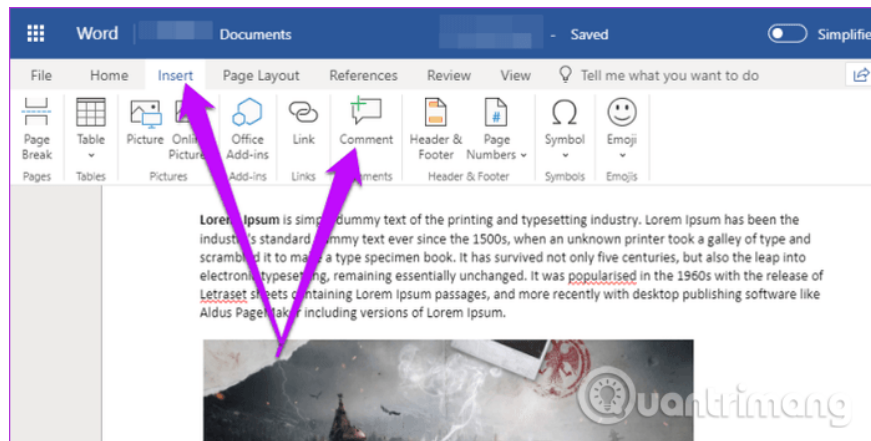


4. Add and manage comments

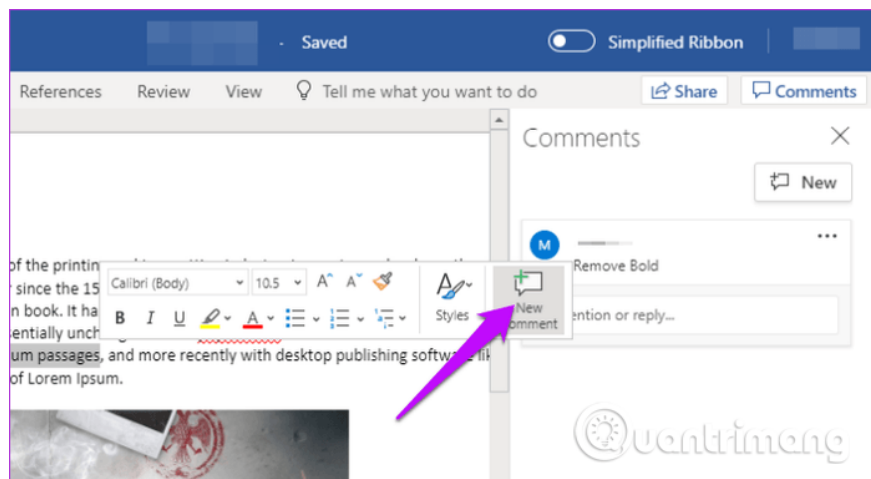
After sharing the document, you and the team members can add comments on it.



To add a comment, select the text you want to write a comment on, then click **Insert**> **Comment** .



Alternatively, you can select the text, right-click it and select **Add Comment** .

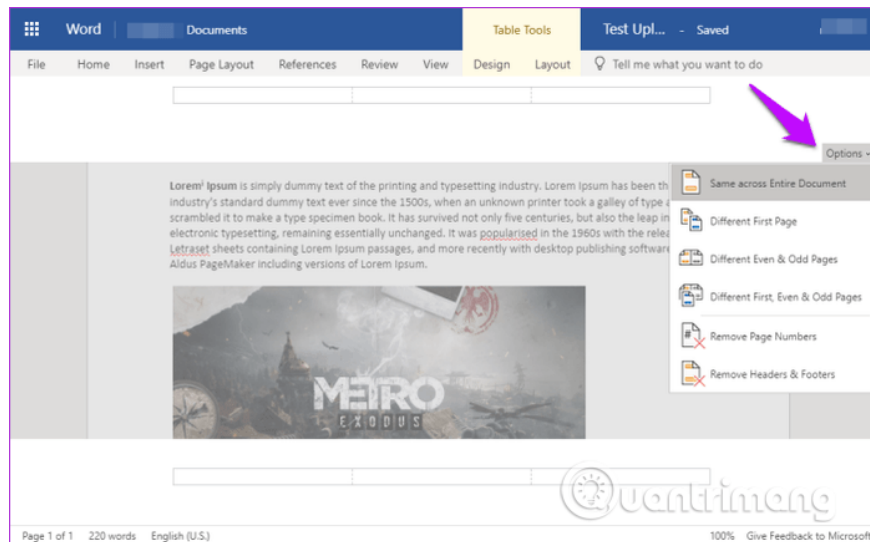


Users can also bookmark a resolved topic (or delete comments) by opening the **Comments** panel, searching for comments and clicking on the three-dot menu.

5. Select the title

Offline users may find lack of title options on the online version. However, you do not need to worry because it is still there but hidden.

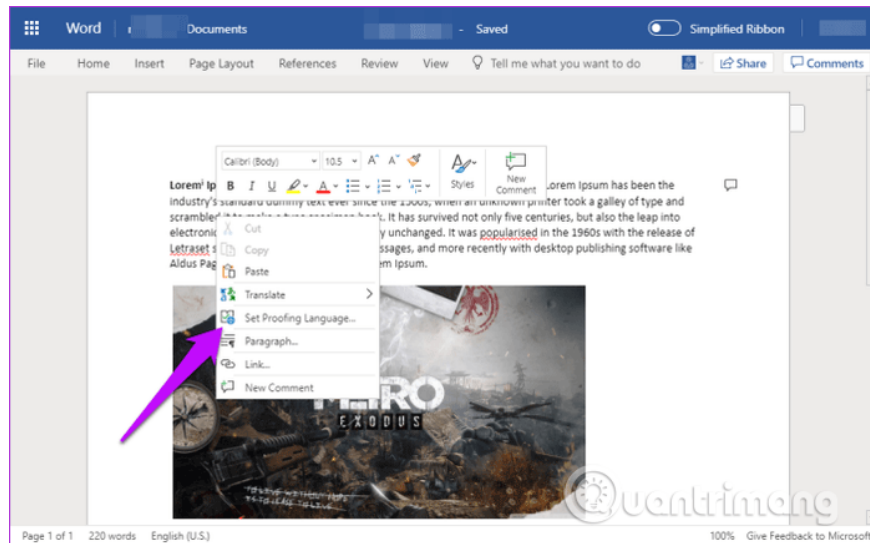
To select a title, click **Insert > Header & Footer** and enter the title information in the text box at the top and bottom.



Now, click on **Options** on the right to open different styles.

6. Set up spell checking

While typing, if you see red underlines that make you uncomfortable, you can remove it.



Right-click the document and select **Set Proofing language** from the list, **check the Don't check spelling . box** and click **OK** .

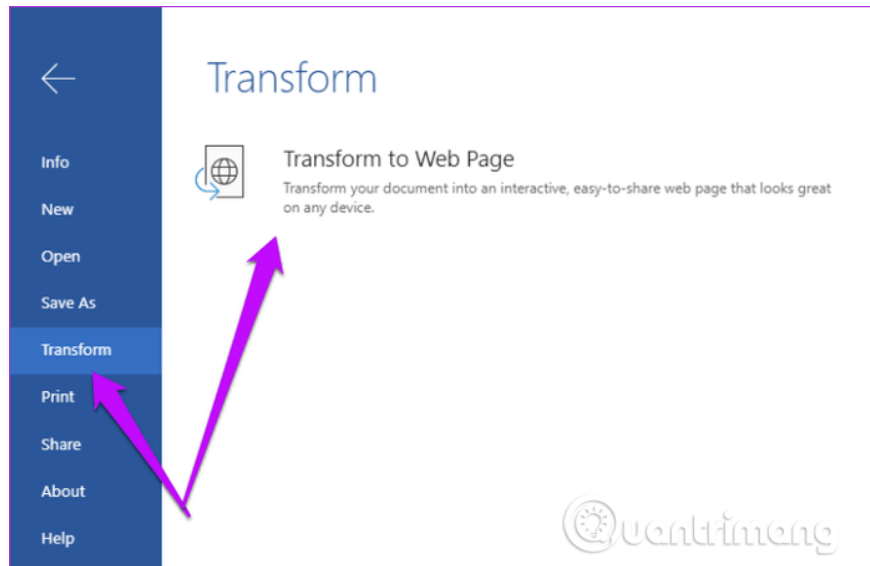
7. Turn Word document into website

Did you know you can convert your boring Word documents into beautiful websites? Yes, you can do this. All your simple old documents will be converted into beautiful websites thanks to Microsoft Sway.

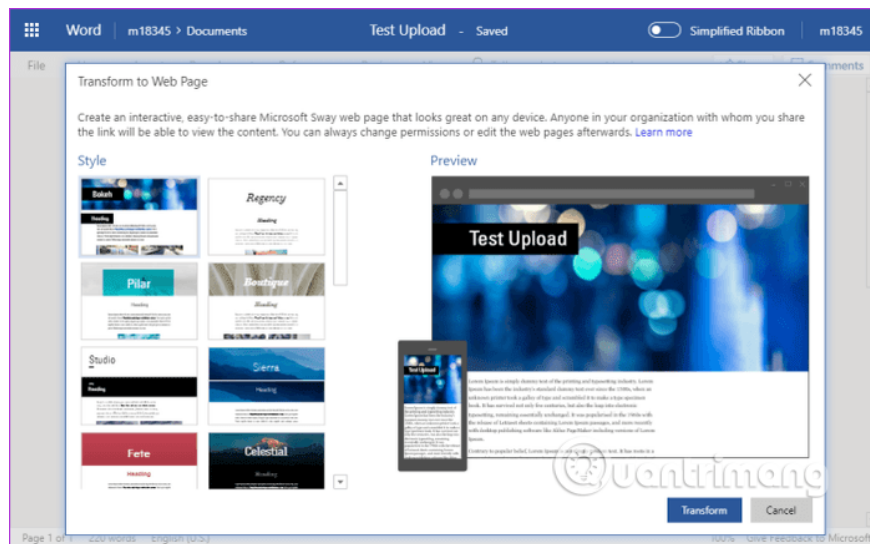
<https://sway.office.com/my>



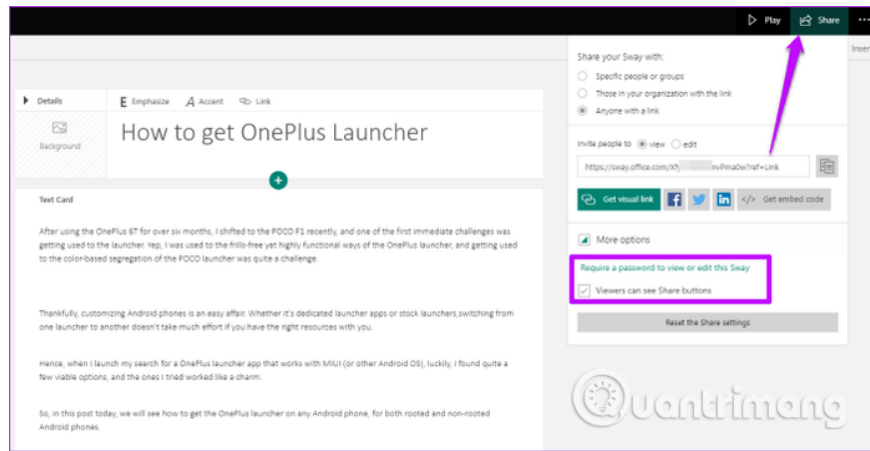
To convert a Word document, click **File> Transform> Transform to Web Page** . Next, select the template (for example, select Bokeh) and press the **Transform** button.



After the conversion is complete, you can share the link with the selected people. However, not only that, you can also set up password protection links.



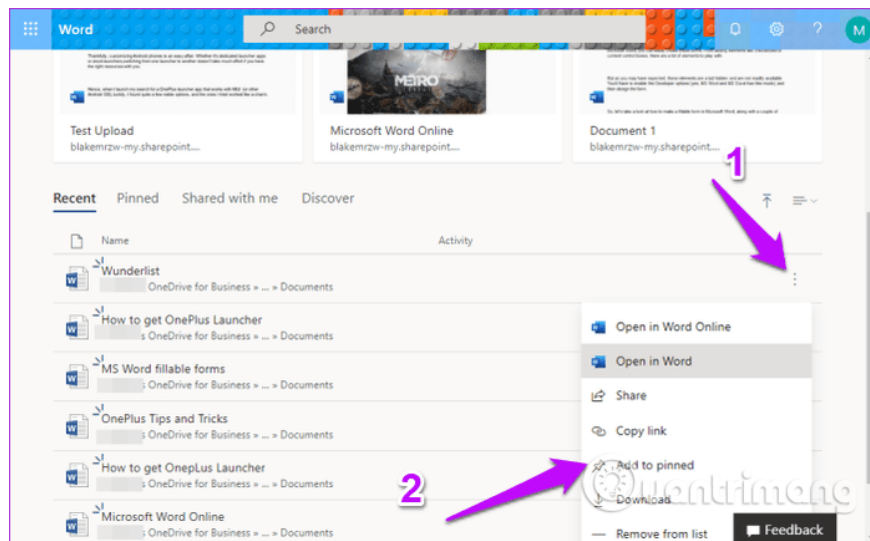
This conversion not only makes it easier to read but also easy to edit. To share, click the **Share** button in the right corner, select one of the options and click **Require a password** before closing the Share menu.



Tip : On Sway, you can also group text, photos and other tags.

8. Clean up the Word Online homepage

If you regularly work on the online version of Microsoft Word, you'll probably find its homepage quite confusing. However, you can pin important documents to the top for easy search by clicking on the three dots menu and selecting **Add to Pinned**.



Now, all your pinned documents will be in the **Pinned** tab. If you select Tile layout, right-click on the top of the document and select **Add to Pinned**.

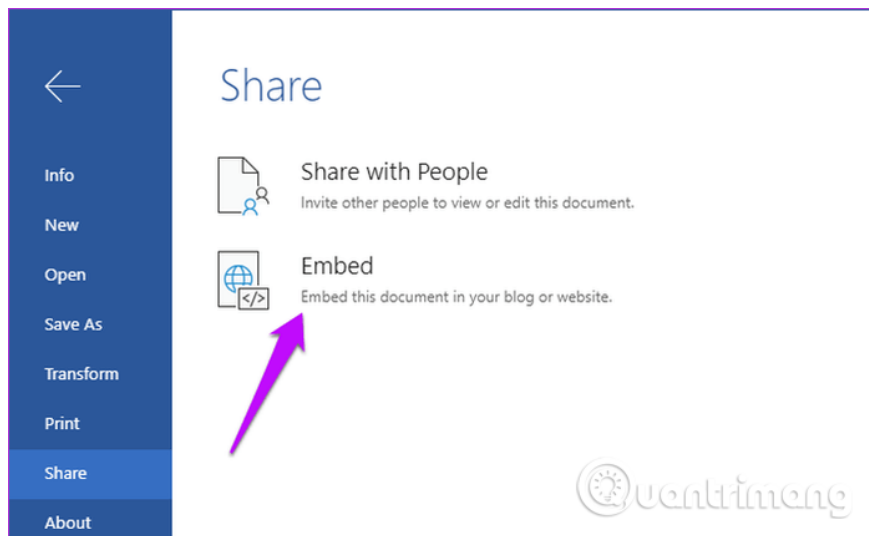
9. Use Word file from offline version on Word Online

If you already have an offline Word file and want to use it on the online version, drag the .docx file anywhere on the home page. And after downloading is complete, it will be opened automatically.

10. Embed a Word Online document on the website

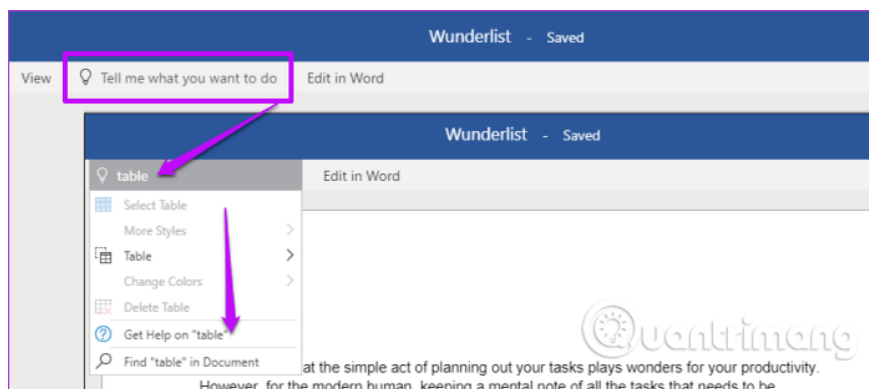
Word Online also allows users to embed files and documents on websites or blogs.

To embed a Word document, click **File> Share** and click the **Embed** option. Then, select the code and paste it and the web page.



11. Search for tools and features on Word Online

Another useful feature of Microsoft Word Online is that it allows users to search for functions and tools when its location is unknown.



To search, type the function or tool into the search box, select the appropriate result from the list that appears.

These are tips for Word Online, hopefully these tips will help you use this tool more easily.

You finished reading the article "**11 tips and tricks to use Microsoft Word Online you should know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.