

# How to use Word Online to edit text online

Word Online is located in Microsoft's online office editor. Users will not need to install the software, but can still edit content with all the same features as Office Word.

There are now quite a few people opting to use online office tools like Google Docs, Google Sheets, etc. because there is no need to install software, it can be edited at any device. However, if you are familiar with the interface of the Word Office suite but do not want to install, you can use Office Online from Microsoft, with all the features like Microsoft Office suite.

With Word Online, the operation of entering content, editing, inserting data is extremely familiar to users. Besides, you can also download the data sheet, or store on OneDrive to use for the next online work. Here's how to use basic Word Online for free.

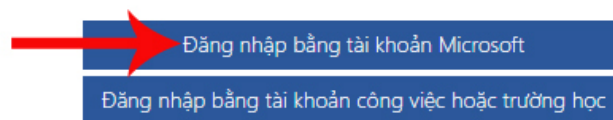
## Step 1:

First of all, users click on the link below to access the Word Online version.

### 1. Use Word Online

To be able to use it again, users need to log in to their personal Microsoft account, or they can create a new Microsoft account if they don't have one. Click **Sign in with your Microsoft account**.

Chào mừng bạn đến với Word  
Online  
, chỉnh sửa và chia sẻ. Làm việc cùng lúc với những người kh



Không chắc chắn bạn đã có tài khoản hay chưa?

Next, enter your personal account information to use.



Sử dụng tài khoản Microsoft của bạn.  
Tìm hiểu thêm?

Tiếp theo

Không có tài khoản? Tạo tài khoản!

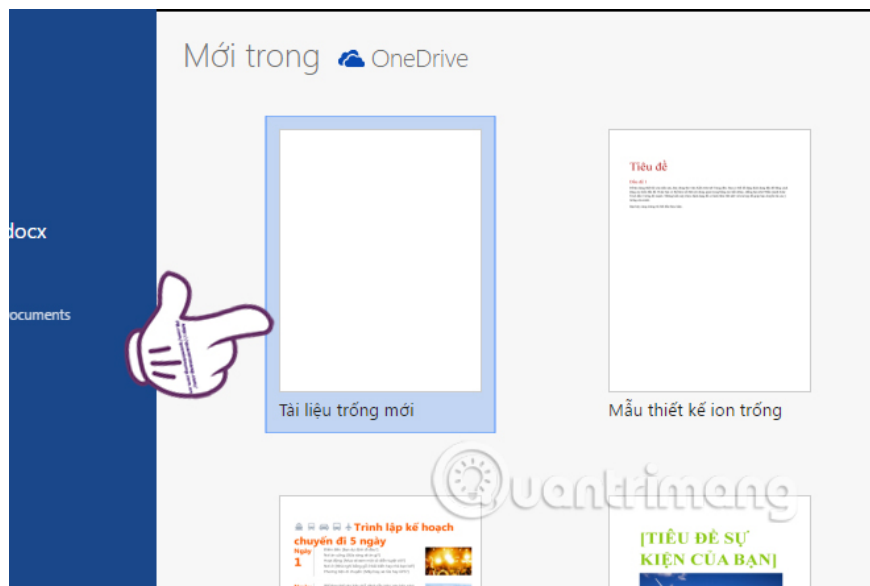
[Điều khoản Sử dụng](#)

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Microsoft

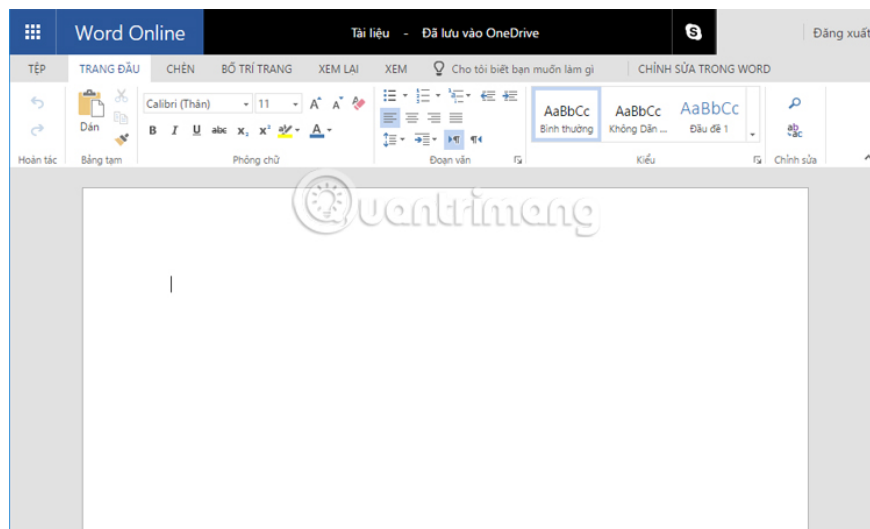
## Step 2:

Upon successful login, we will have access to the Word Online interface. To open a new text page to edit the content, click **New blank document**.



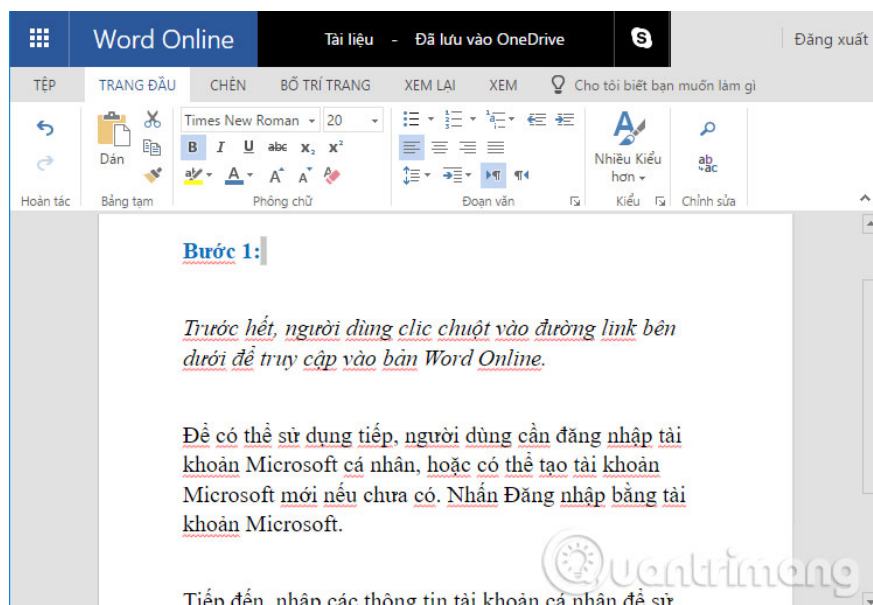
### Step 3:

Below is the main interface for entering pages and editing content on Word Online. The tools, editing features, editing appear above and similar to the version of Word Office. This helps users more convenient during use.



### Step 4:

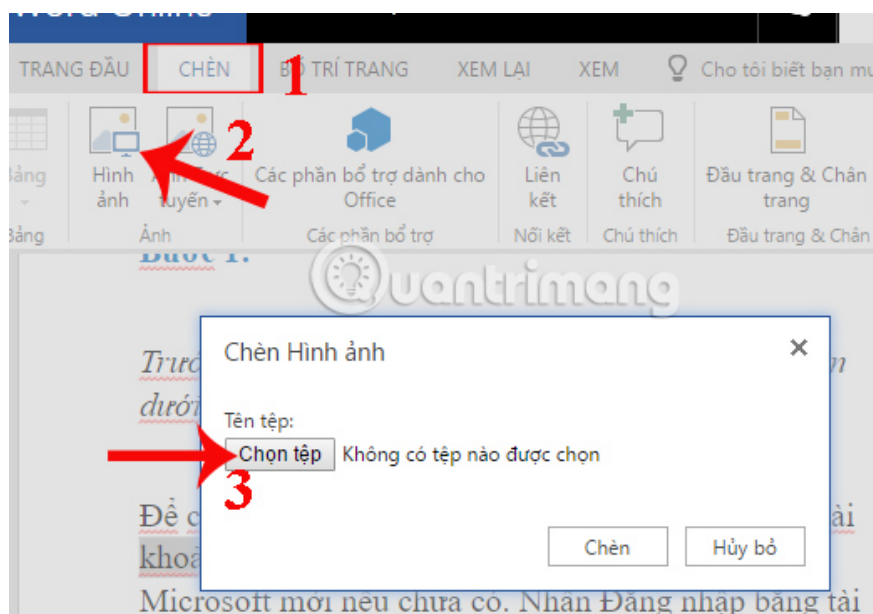
The next job is to enter the content, select the font size, font format, . depending on the user's editing needs.



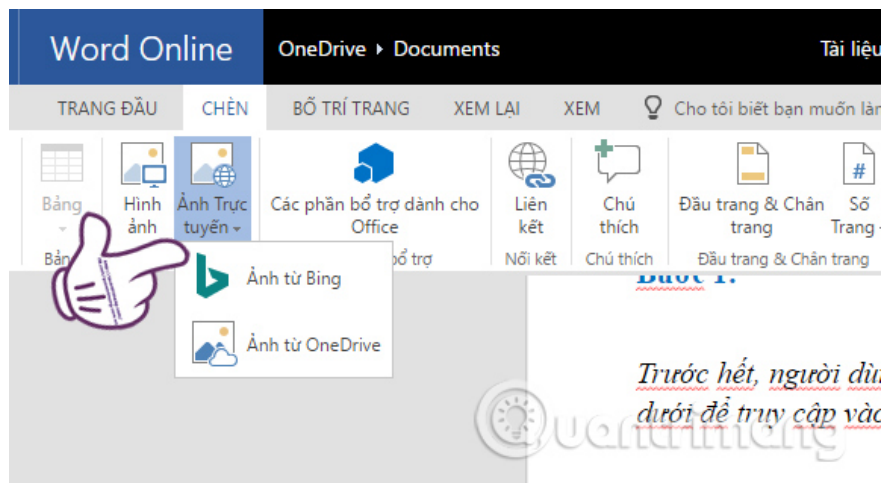
## Step 5:

In addition, Word Online also has a feature that allows you to **insert images into text content** , but the method is simpler than the Word Office version.

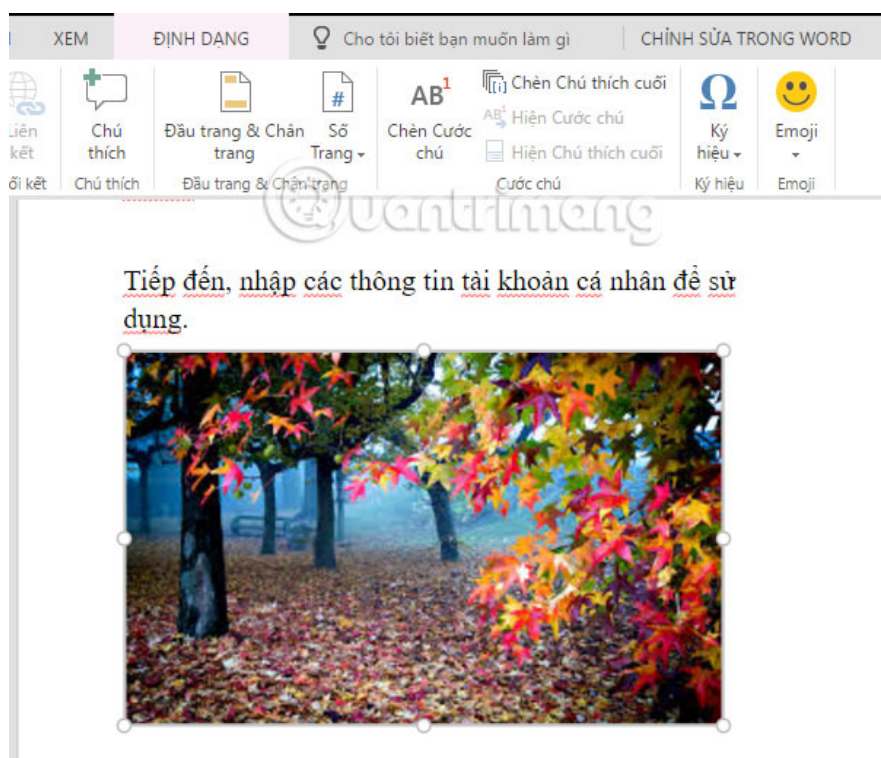
When you click the **Insert tab** , we will see two different types of images, including **images** uploaded from the computer. Click **Select file** to download the image and press **Insert** to insert the content.



Or use online images at **Photos online** . You can search for photos downloaded from Bing or use photos available in OneDrive. Besides, we can also **Copy images** from the network and then click **Paste** into the content of the document is okay.

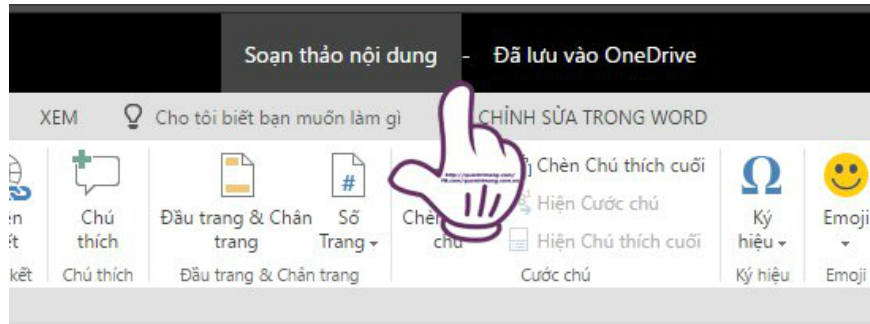


Images in text can resize, move positions, change image angles.



## Step 6:

After you have finished entering content, inserting data and editing, we **enter a name for the document** . Documents will be automatically saved to OneDrive as soon as we start typing. This will limit the loss of text content, when the computer has problems.

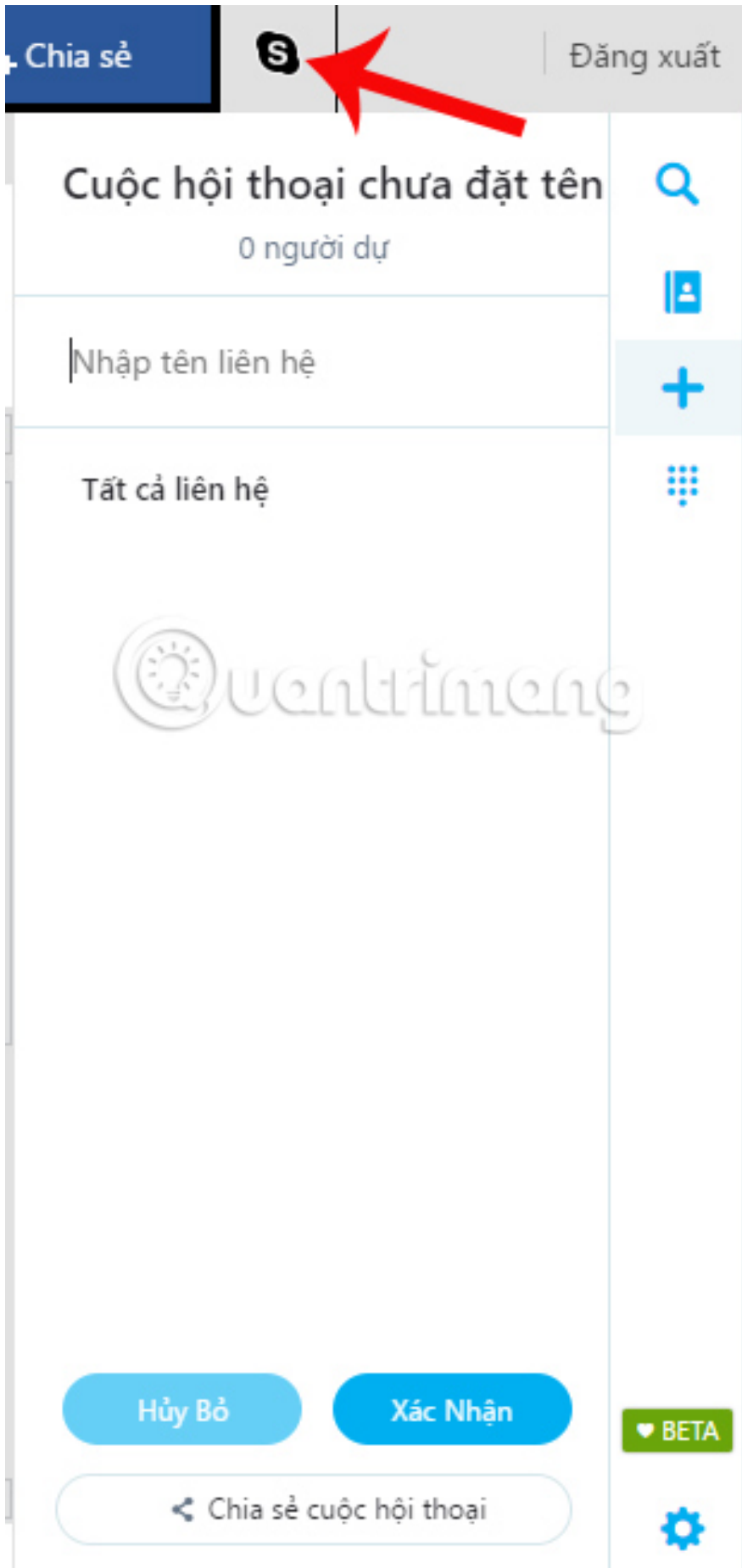


### Bước 1:



### **Step 7:**

During work, you can **chat with your friends on Skype** easily when clicking on **the Skype icon** above the interface.



Chia sẻ



Đăng xuất

## Cuộc hội thoại chưa đặt tên

0 người dự

Nhập tên liên hệ

Tất cả liên hệ



Hủy Bỏ

Xác Nhận

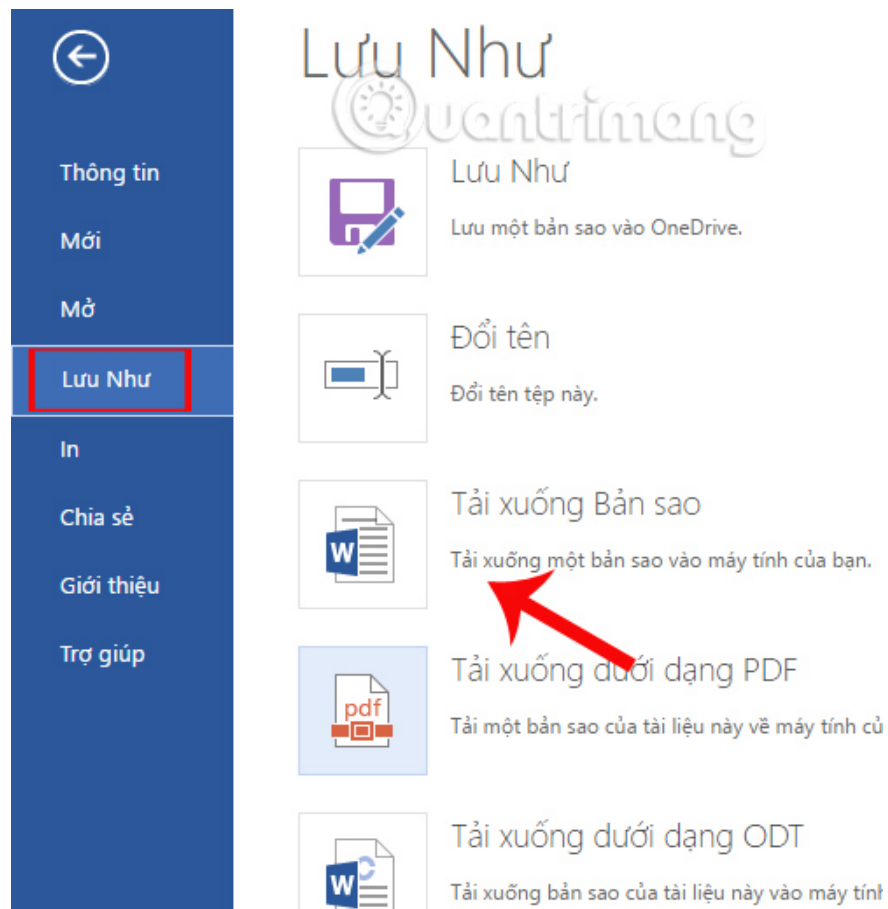
♥ BETA

← Chia sẻ cuộc hội thoại



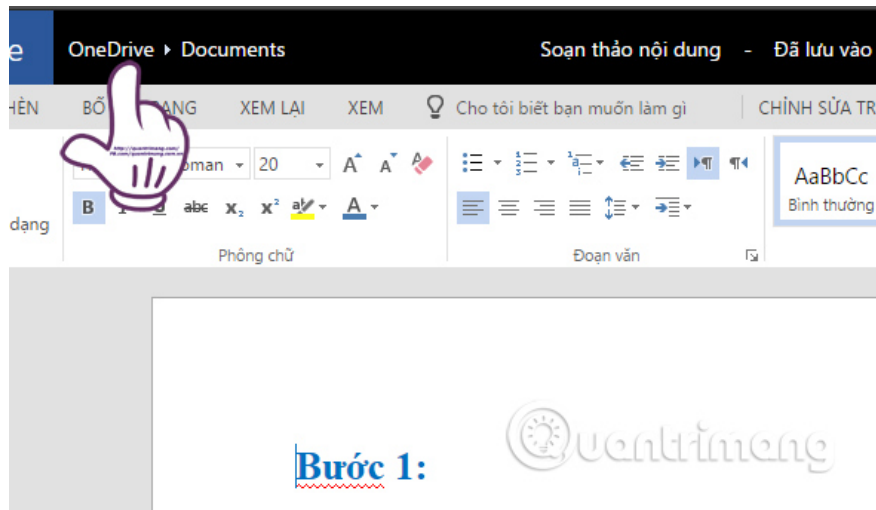
## Step 8:

Finally, to download this document to the computer, we click **File> Save as** then select **Download copy** to download the device, or Download to copy to personal OneDrive account.

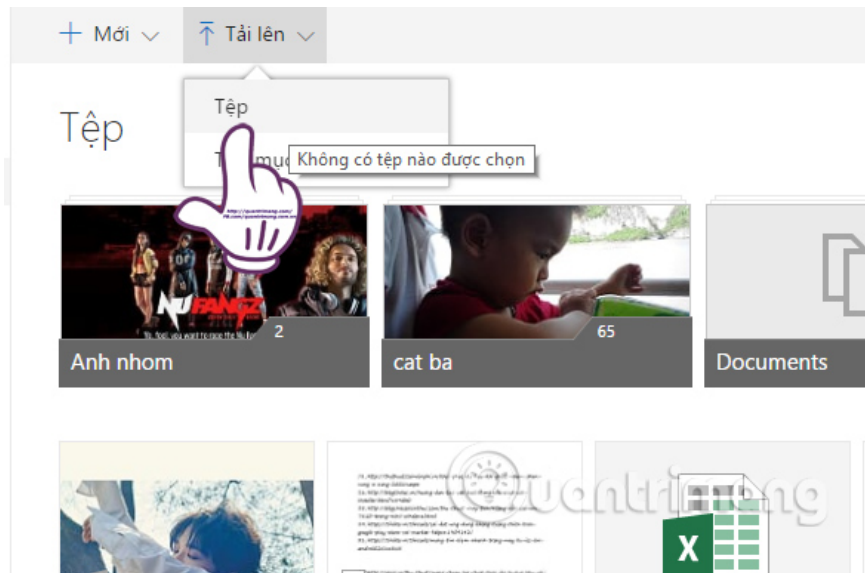


## Step 9:

In case if you want to download documents from your computer to edit on Word Online, click on the **OneDrive** button above.



After switching to the OneDrive account interface, click **Upload** and then select **File** .



### Step 10:

Soon, we will see the newly uploaded documents appear in the interface of OneDrive, click on that file to conduct editing on Word Online. Finally, you also use the tools that Word Online provides to change the content, layout for documents as needed.



In addition to the features of creating, editing text content, Word Online also gives users more improvements, including the right to chat Skype right on Word Online. If you want to find an online editing tool, Word Online is a good choice.

Hope the above article is useful to you!

You finished reading the article "**How to use Word Online to edit text online**" 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.