Microsoft Office

Information on installing and using Word, Excel, and Powerpoint.

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Request Microsoft Office for State-Owned Computers

Free versions of Microsoft Office are only available for state-owned computers.

Discounts for MS Office for personal use are available for Faculty, Staff, and Students at SJSU and CSUMB OnTheHub.

Also, see the MLML Software Availability Page.

If your work computer is **state-owned**, and you would like to request an install of Microsoft Office, please submit an IT Helpdesk Ticket.

Microsoft Office Installation for Students

Note: If you are a student currently enrolled at MLML through SJSU or CSUMB, you can download Microsoft Office 365 for free using your school email account.

The Microsoft Office 365 Education package provides all of the software that students normally need, including Word, Excel, PowerPoint and more.

To download the package, please follow these directions carefully:

1. Go to this link.
2. Enter your school email address.
   - If you are an SJSU student, make sure you enter your **@sjsu.edu** address. If you are a CSUMB student, enter your **@csumb.edu** address.
3. Click the button that says "I'm a student".
4. Enter the info needed to create a new account (You should have a new email in your corresponding inbox containing your verification code. If you don't see it immediately, be sure to check your spam folder).
5. Once all of the information is entered, click start.
6. Skip the invitations (or share with friends who might also need Office 365!)
7. Arrow through the promotion/tutorial box that pops up.
8. This should bring you to a page with Office 365 and a greeting at the top. From here you can choose to either download and install the entire 365 package for your computer (recommended if you have nothing on your computer), or just use the individual features from online.
9. If you wish to install Office 365 on your computer, click the **Install Office 2016** button in the upper right hand corner of the page.
10. Double click the download to open the installer file.
11. Complete installation.
12. Sign in with the new account that you created to activate Office.

And voila! You should now have full access to Microsoft Office online and on your desktop.

Troubleshooting: What to do if the school sign in page does not work for you

If you get stuck at step #4 in this process because your school email address or password is deemed invalid, follow the guidelines below:

Before you begin, make sure you are completely exited out of the Microsoft page and SJSU/CSUMB sign in page

1) Log on to gmail in your web browser and sign in to your SJSU/CSUMB email

2) Click your name/account in the upper right corner and click "manage your google account"

3) Click "security" on the left hand side

4) Scroll down to "signing in to google" and click "password"

5) Follow the steps to reset your password

6) Exit out of the Gmail tab

7) Go back to the Microsoft sign up page and put in the new password you just made

8) It might take you through a series of verification steps for your phone number and a back-up email address - follow these steps

9) This should lead you to the school's Microsoft page, click "install office" in the upper right hand corner to download the suite

Microsoft Office 365 Info and Tutorials

Microsoft Office 365:

- https://www.office.com/
- http://www.microsoft.com/mac/
- https://support.office.com/en-us/office ... l=training
- http://www.microsoft.com/downloads/en/d ... 12f59bd428
- If you have access to LinkedIn Learning (All SJSU affiliates): https://www.linkedin.com/learning/learning-office-365-microsoft-365/increase-your-productivity-with-office-365

Configure Office to Save in Compatibility Mode

Word 2011 and 2016:

1. Open Word, click on **File** > **Preferences...** > **Save**.
2. Change the "Save Word files as" setting to "**Word 97-2003 Document**" **(.doc)**.
3. Click **OK** to save the settings.

2019/365:

1. On the File tab, click **Save As**, and then click **Browse**.
2. In the **Save As** dialog box, in the Save as type list, click **PowerPoint 97-2003 Document (*.doc)**.
3. Click **Save**.

Excel 2011 and 2016:

1. Open Excel, click on **File** > **Preferences...** > **Compatibility**.
2. Change the "Save files in this format" setting to "**Excel 97-2003 Workbook (.xls)**".
3. Click **OK** to save the settings.

2019/365:

1. Click **File** > **Export** > **Change File Type**.
2. Under Workbook File Types, double-click **Excel 97-2003 Workbook (*.xls)**.
3. In the **Save As** popup window, choose a folder location for the workbook.
4. In the **File name** box, type a new file name (or use the one that’s already there).
5. Click **Save**.
6. If the Compatibility Checker appears, review any compatibility issues that were found.

PowerPoint 2011 and 2016:

1. Open PowerPoint, click on **File** > **Preferences...** > **Save**.
2. Change the "Save PowerPoint files as" setting to "**PowerPoint 97-2003 Presentation**" **(.ppt)**.
3. Click **OK** to save the settings.

2019/365:

1. On the **File** tab, click **Save As**, and then click **Browse**.
2. In the **Save As** dialog box, in the Save as type list, click **PowerPoint 97-2003 Presentation (*.ppt)**.
3. Click **Save**.

OneDrive Image Management FAQ

OneDrive is a cloud storage system by Microsoft as part of its suite of Office Online services. You can sync multiple Windows products together for easy access and automatic backup. Check out OneDrive's Help Center to learn about OneDrive's other storage capabilities.

How to sync with Windows:

Click on the following link to sync OneDrive on Windows.

How to sync with Mac:

Click on the following link to sync OneDrive on Mac.

How to upload photos automatically on your phone:
Android:

Click on the following link and scroll down to the “Automatically upload photos and videos you take to OneDrive” section

iOS:

Click on the following link and scroll down to the “Automatically save photos and videos you take to OneDrive” section

How to create an album:

OneDrive is capable of creating albums for your photos and videos automatically based on the date they were taken. Click here and scroll down to the “Automatic album creation” section. To create your own album scroll down to the “Create your own album” section

How to add tags to your photos:

Click here and scroll down to the “Edit or remove a tag” section.

Using PowerPoint's Presenter View

Utilizing 2 monitors, and in this case a laptop with a VGA output, you can view all of your slides along with notes on your laptop screen and only the full screen presentation is seen on the VGA output (projector).

NOTE: Before configuring PowerPoint, be sure that your computer is connected to an external display and that your video settings are configured as "extended desktop" or "dual view" rather than "mirrored" or "clone".

Here is a link on what Presenter View is all about and how to use it: https://support.office.com/en-us/articl ... 4736928ee3

Windows:

Configure the Display Properties:

1. Right click on your desktop and click on Properties
2. Click on the settings tab.
3. Click on the secondary monitor, in this case most of the time it will appear greyed out and have a 2 on it.
4. Next check Extend my Windows desktop onto this monitor and click **OK**.

Configure PowerPoint to use Presenter View:

1. Connect your laptop to a projector or other external video device.
2. In PowerPoint, on the Slide Show menu, click Set Up Show.
3. Under Multiple monitors, select the Show Presenter View check box.
4. In the Display slide show on list, click the monitor you want the slide show presentation to appear on.
5. To start the presentation, click the start presentation icon, or press Shift+F5.

macOS:

1. Connect your laptop to a projector or other external video device.
2. Open System Preferences.
3. Select the Displays System Preference and click "detect displays"
4. Open your PowerPoint presentation and click on: Slideshow > View Presenter Tools.

Saving a Portable PowerPoint Presentation

Portable PowerPoint Presentations:

If you will be presenting on a different computer than the one on which it was created or if you wish to distribute your PowerPoint Presentation, save your PowerPoint in a portable format. This will insure that images and video in your PowerPoint presentations are saved along with the PowerPoint file itself and will load properly when played on a different computer:

Office 2003 (Windows):

1. Open the PowerPoint file.
2. Click File > Package for CD...
3. Enter a name for the portable presentation and click the "Copy to Folder..." button.
4. Name the folder, select a location to save and click OK.

More details about saving portable PowerPoint presentations on PowerPoint 2003 are available here.

Office 2007 (Windows):

1. Open the PowerPoint file.
2. Click the Office button at the top left of the PowerPoint 2007 screen.
3. Select Publish > Package for CD
4. Enter a name for the portable presentation and click the "Copy to Folder..." button.
5. Name the folder, select a location to save and click OK.

More details about saving portable PowerPoint presentations on PowerPoint 2007 are available here.

Office 2010 (Windows):

1. Open the PowerPoint file.

2. Click the File tab.
3. Click Save & Send, then click Package Presentation for CD.
4. Click the Package for CD button.
5. Enter a name for the portable presentation and click the "Copy to Folder..." button.
6. Name the folder, select a location to save and click Select.
7. When prompted to include linked files, click yes.

More details about saving portable PowerPoint presentations on PowerPoint 2010 are available here.

Office 2004 (Mac OS X):

1. Open the PowerPoint file.
2. Click File > Save As... and select "PowerPoint Package" from the "Format" drop-down menu.
3. The PowerPoint presentation will be saved to a folder with all image and video files. Copy the entire folder to your flash drive or burn it to a CD in order to view the PowerPoint presentation on a different computer.

Office 2008 (Mac OS X):

1. Open the PowerPoint file.
2. Click File > Save As... and select "PowerPoint Package" from the "Format" drop-down menu.
   NOTE: The PowerPoint presentation will be saved as a .pptx. If the version of Office you are using is not able to handle .pptx files, you can download and install a file format converter that will enable older versions of PowerPoint to open files created in the Office 2008. More information can be found here.
3. The PowerPoint presentation will be saved to a folder with all image and video files. Copy the entire folder to your flash drive or burn it to a CD in order to view the PowerPoint presentation on a different computer.

Office 2011 & Newer (Windows & Mac OS X):

- Since PowerPoint 2011, PowerPoint embeds images and video into the presentation by default when saving, making all recent PowerPoint presentations portable. There is no longer a need to specify saving the PowerPoint presentation in a portable format.
  1. On the File tab, select Save.
  2. Do of the following:
     - To save to your local drive, such as your laptop, a flash drive, CD or DVD drive, select Computer.

- To save to a SharePoint Library, select SharePoint.
- To save your presentation to a web location, see Save and share a presentation to OneDrive.

3. Under Save As > Recent Folders, select Browse, pick a path and file folder, and then name the file.
4. Select Save.

How do I Uninstall Office?

Windows:

1. Select the **Start** button, then select **Settings** > **Apps**.
2. Choose the program you want to remove, and then select **Uninstall**.
3. To remove an app you got from Microsoft Store, find it on the **Start** menu, press and hold (or right-click) on the app, then select **Uninstall**.

For more information, go here.

macOS:

1. Open Finder > Applications.
2. Command +click to select all of the Office for Mac applications.
3. Ctrl+click an application you selected and click Move to Trash.

For more information, go here.

Word, Excel, or PowerPoint Crashes or Freezes (macOS)

What does this procedure actually do and why am I doing it?

You are essentially testing your Office .plist files to determine if they are the source of the problem with an Office application. "Testing" a preference file simply refers to removing the preference file from the default location (~/Library/Preferences/) and verifying that the Office application starts normally (the Office application will automatically re-create a preference file when it starts if the preference file does not already exist in the default location. To test a preference file, simply move the file from the default location to a different folder, for example a folder you create on your desktop.

Mac OS X only:

1. Quit all Office applications.
2. Navigate to your ~/Library/Preferences/ folder and drag the file(s) listed in the section below to your desktop. To access the ~/Library/ folder, from Finder, hold the option key and click the Go menu, then select the Library from the Go menu.
   (NOTE: "~" indicates your user home directory. (ie. /Macintosh HD/Users/yourusername/)
3. Move the following files from your Preferences folder to a folder on your Desktop:
   - **~/Library/Preferences/com.microsoft.Word.plist**
   - **~/Library/Preferences/com.microsoft.Excel.plist**
   - **~/Library/Preferences/com.microsoft.PowerPoint.plist**
4. Relaunch the problematic application (Word, Excel or PowerPoint).
   The .plist file(s) will be recreated when you do so.
5. If the application starts successfully and is running normally, trash the old file(s). In the case of the Word Preferences/Settings file, you will have to reset some preferences (and, for versions earlier than Word 2008, the AutoCorrect settings).
6. If this doesn't fix the issue, quit all Office applications again, move the Office .plist files to a folder on your Desktop. The Office .plist files are as follows:
   - **~/Library/Preferences/com.microsoft.office.plist**
   - **~/Library/Preferences/Microsoft/com.microsoft.Office.prefs.plist**
7. Relaunch the problematic application (Word, Excel or PowerPoint).
8. If this procedure doesn't work for you or causes other issues with your office applications, I recommend that you move the new files to the Trash and drag the original files back to where they belong. (If you are using Office 2008 or Newer, look for leftover preferences from earlier versions (see below) and remove them from your preferences folder).

In Office 365/2019, 2016, 2011, or 2008:
~/Library/Preferences/com.microsoft.Word.plist
~/Library/Preferences/com.microsoft.Excel.plist
~/Library/Preferences/com.microsoft.PowerPoint.plist

If testing these files in Office did not fix the problem, then check to see if you have leftover preferences from Office 2004 or earlier versions. The .plist files for 2004 are listed below.

In Word 2004:
~/Library/Preferences/Microsoft/com.microsoft.Word.prefs.plist
~/Library/Preferences/Microsoft/com.microsoft.Office.prefs.plist
~/Library/Preferences/Microsoft/Office Font Cache

In Excel 2004:
~/Library/Preferences/Microsoft/com.microsoft.Excel.prefs.plist
~/Library/Preferences/Microsoft/com.microsoft.Office.prefs.plist
~/Library/Preferences/Microsoft/Office Font Cache

In PowerPoint 2004:
~/Library/Preferences/Microsoft/com.microsoft.PowerPoint.prefs.plist
~/Library/Preferences/Microsoft/com.microsoft.Office.prefs.plist
~/Library/Preferences/Microsoft/Office Font Cache

In Word X:
~/Library/Preferences/Microsoft/Word Settings
~/Library/Preferences/Microsoft/Microsoft Component Preferences
~/Library/Preferences/Microsoft/Microsoft Office Settings
~/Library/Preferences/Microsoft/Carbon Registration Database
~/Library/Preferences/Microsoft/Office Font Cache

Converting your PowerPoint Presentation to Widescreen (16:9)

When presenting in the seminar room, for recording purposes the best presentation size is widescreen (16:9).

1. Open PowerPoint.
2. Select the Design Tab.
3. Select Slide Size and click on widescreen (16:9).

Convert Columns to Rows, or Rows to Columns using Excel

Instructions for using the "Transpose" command to manipulate data are located here:

https://support.office.com/en-us/articl ... f862209744