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# Learn-by-Doing: Microsoft Online

Hands-on Lessons for Mastering Microsoft Online Apps

## Overview

**Learn-by-Doing: Microsoft Online** helps students learn real-world skills by working directly with the **online** versions of Microsoft **Word, Excel, PowerPoint, Outlook, and OneDrive**. Using clear, step-by-step instructions and helpful screenshots, this text teaches essential skills for communicating, collaborating, and being productive in school, work, and beyond.

Across over 45 engaging lessons, students will learn **beginner to intermediate** skills exploring the main tools and functions of each web-based application, making it the perfect resource for classrooms utilizing Chromebooks. They'll create professional documents using core computer applications skills like formatting text, page setup, working with spreadsheet formulas, and creating visually dynamic presentations, as well as master cloud-based skills like collaborating in real-time, managing sharing permissions, and using version history.

## Features

- Over 45 hands-on lessons utilizing OneDrive and web-based versions of Word, Excel, PowerPoint, and Outlook
- Step-by-step, screenshot-based instructions
- Students learn the power of collaborating and integrating content across web-based Microsoft applications

## Table of Contents (Condensed)

- Unit 1: OneDrive
- Unit 2: Word for the Web
- Unit 3: Excel for the Web
- Unit 4: PowerPoint for the Web
- Unit 5: Outlook

## Instructor/Student Resources on eReadiness.com

*(Included Free with Classroom Purchase)*

- Lesson Source Files
- Lesson Answer Keys and Grading Rubrics
- Lesson Resource Files
- Unit Quizzes and Tests, Answer Keys, and Grading Rubrics
- Instructor's Guide