

## QuickOffice Tutorial

This tutorial is a brief introduction to the QuickOffice app. QuickOffice allows you to do some basic editing of office files from Excel and Word. We recommend that you use Keynote for your power point presentations as it handles them better than QuickOffice.

Start by logging into Remote Web Access as shown in the previous tutorial. Select a file from the MIM Area Directors folder by tapping on its title. This will open it for viewing in the web browser.

A banner briefly appears at the top of the browser with a button that says Open In... Tap refresh if it disappears, and then tap Open In...

A list of apps to open the document appears. Tap QuickOffice.

You'll see the iPad "flip" to the QuickOffice app, and load the file for viewing.

At the top of the screen, you may notice the file name has (Read Only) next to it. Tap close in the upper left of the screen and it *should* ask if you wish to save the file or not. If so, tap save as and type in a name for the file and tap save. If it does not, it will take you to a list of the documents in QuickOffice. Check here and in the Inbox folder for the file. Tap it to open it, and tap close again to bring up the save option.

You now have the document saved on your iPad. To edit it, open it by tapping its name from the QuickOffice documents list. For word documents, tap anywhere on the text to bring up the keyboard and start making changes. For Excel spreadsheets, double tap the cell you wish to edit to bring up the keyboard and begin making changes.

The rest of the QuickOffice app is very similar to Microsoft Office, but let us know if you have any difficulties using it.

For ppt and pptx files (power point), follow the same procedure except tap keynote instead of QuickOffice under Open in... in your browser.