**Sharing Documents**

Use the information on pages 439 – 454 of the MOAC textbook (available on Moodle) to complete the following table:

|  |  |
| --- | --- |
| **Word Feature** | **Description** |
|  | Removes personal information and hidden data; complete before sending an electronic copy.  *Backstage, Info, Check for Issues* |
|  | Allows you to post your document to an interactive Internet location; you must first register a URL, and also maintain the URL site, to be able to post and publish  *Backstage, Share* |
|  | Sends documents to others as attachments through Microsoft’s electronic communication software—if you have an account  *Backstage, Share, Send as Attachment* |
|  | Microsoft’s online file storage location; sends an email with a link to the document; documents opens in Microsoft’s Word Web App  *Backstage, Share, Invite People, Save to Cloud* |
|  | Uploads documents directly to services such as Facebook  *Backstage, Account, Add a Service, Connect* |
|  | Saves a document in an easy to share format (not a .docx file) and opens an email message screen  *Backstage, Share, email* |
|  | Recommended if your document might be shared with people using an older version of Word  *Backstage, Info, Check for Issues* |
|  | Replaces a common office machine for sending documents; you must register with a service provider who will charge a fee for the service  *Backstage, Share, email* |
|  | Creates a link to a document so it can be shown to others even if they don’t have Word; opens in a browser  *Backstage, Share* |
|  | Recommended if your document might be shared with people with disabilities  *Backstage, Info, Check for Issues* |

**Word Bank:**

|  |  |  |
| --- | --- | --- |
| OneDrive (formerly SkyDrive) | Internet Fax | Blog Post |
| Check Accessibility | Check Compatibility | Document Inspector |
| Email Using Outlook | Send as PDF or XPS | Post to Social Networks |
| Present Online |  |  |