

Microsoft Education tools and terms glossary for families

Welcome to the world of Microsoft Education! As you support your child's learning—wherever it may happen—you can quickly learn which Microsoft tools do what using this glossary.



Tools and terms for getting started



Office Online

Create, collaborate, and learn. With free [Office Online](#), students and teachers get web versions of Word, Excel, PowerPoint, OneNote, Outlook, Sway, and OneDrive.



Office desktop and mobile apps

Many schools allow students to [download Office on up to five separate devices](#) (computers, tablets, and phones)! If your child's school has enabled this, they'll have a Download Office button once they sign in with their school account.



Windows for Education

[Windows 10](#) helps deliver personalized devices built for both the classroom and remote learning. With affordable devices, it's easy to get the latest Windows devices in the hands of students quickly and within budget. Modern Windows 10 devices with improved Wi-Fi connectivity, all-day battery life, a built-in camera for easy livestreaming and out of the box accessibility tools helps ensure students can work independently and collaboratively inside and outside of classrooms.



Microsoft Teams for Education

[Microsoft Teams](#) is where your student will connect with their teachers and classmates, join meetings, and work on assignments. Check out the [Teams EDU family guide](#).



Teams Meetings

[Teams meetings](#) support online classes, parent-teacher conferences, office hours, and other learning needs with audio, video, and screen sharing options. Closed captioning and translation capabilities meet different learning and communication needs.

Office Apps



Word

In [Word](#), your student can get a head start with document templates, co-create with classmates, and get support from a virtual writing assistant.



Excel

Using [Excel](#), students learn to analyze data and even organize it using templates!



PowerPoint

[PowerPoint](#) enables students to turn their ideas into creative presentations using designs, templates, and multimedia. They can co-author projects with classmates and even use Presenter Coach to practice their public speaking skills.



OneNote

Built right into your student's classes in Teams, [OneNote Class Notebook](#) gives your student a personal workspace for notes and classwork, a collaboration space to create with classmates, and a content library for important resources.



OneDrive

Think of [OneDrive](#) as a student's virtual backpack—with 1 TB of space for free, they can use it to share, store, and collaborate on documents, safely in the cloud.



Forms

[Microsoft Forms](#) powers assessments, parent surveys, check-ins with students, and more. Students can use Forms to collect research and input from their classmates for projects.



Office Lens

With [Office Lens](#), students can turn print materials into digital files for Word, OneNote, PowerPoint, Outlook, and OneDrive. Immersive Reader can even text aloud from the converted files.



Sway

Create and share interactive class materials, presentations, projects, and more with [Sway](#). Students can create high-quality, interactive digital stories in minutes using your images, text, videos, and other media.



Outlook

Parents can also get free Office Online by signing up at Outlook.com

Accessibility and inclusion



Immersive Reader

The [Immersive Reader](#) supports emergent readers and those with learning differences like dyslexia with research-based features for focus and comprehension like Line Focus, Translation, and Picture Dictionary. Students can access the Immersive Reader in Word, OneNote, Teams, Flipgrid, Outlook, Forms, Office Lens, Whiteboard, Microsoft Edge and Minecraft: Education Edition.



Accessibility tools

Microsoft's free, built-in accessibility tools for writing, math, and communication can help students wherever they're learning. Learn more about how Microsoft tools can support [accessibility in education](#).



Translator

Multilingual parent-teacher-student meetings can use the free [Microsoft Translator app](#) to translate conversations across devices. Translator can support one-on-one meetings, orientations, and even assemblies!

Ways to stay engaged



Flipgrid

A video discussion platform designed to give every student a voice, [Flipgrid](#) enables teachers to create discussion prompts that students respond to with their own short videos.



Microsoft Edge

[The Microsoft Edge browser](#) helps students stay focused by removing unwanted distractions from web searches. For support in reading and comprehending web pages, [Immersive Reader](#) in Microsoft Edge Browser provides a simplified layout and read-aloud options.



Minecraft: Education Edition

Minecraft: Education Edition is a game-based learning platform that promotes creativity, collaboration, and problem-solving in an immersive digital environment. Educators around the world use Minecraft to engage students across subjects and bring abstract concepts to life. [Get started!](#)

For additional resources on Microsoft tools, visit our [Educator Training Center](#), our [Support Center](#), The [Family Learning Center](#), or [ask us a question](#).

