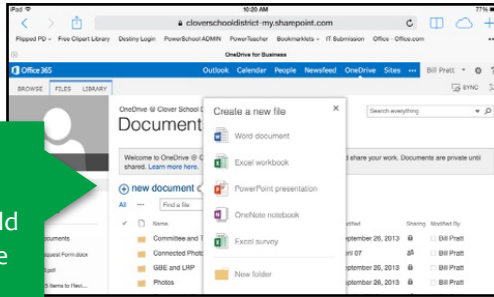


Office 365 Excel Web App Tip Sheet



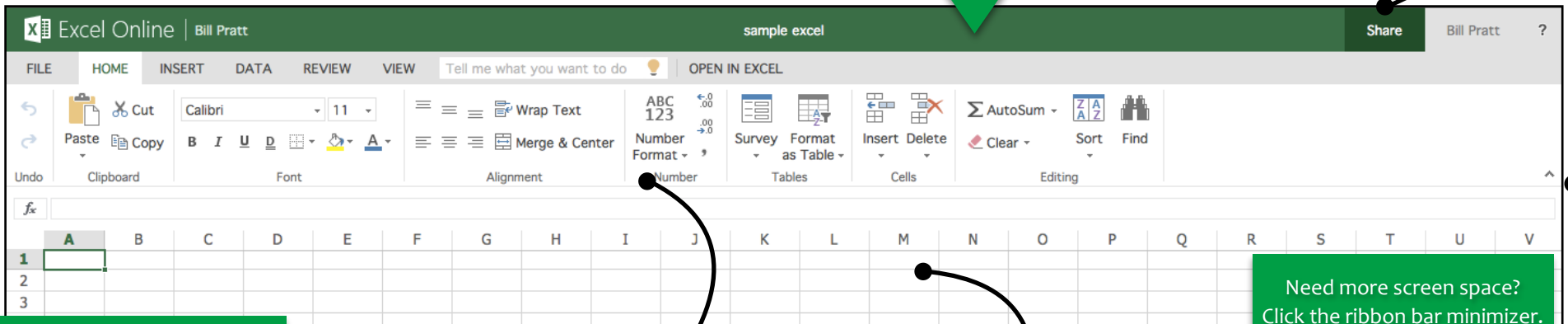
Log in to the Office 365/OneDrive site and get to PC View (see Office 365 Web Apps Tip Sheet for directions)



Once on the OneDrive site, click “new document” in the middle of the screen and then choose the type of document you would like to create (in this case Excel). Then, name your document and click OK.

Once the Excel Web App opens, you will see a familiar look. The Windows Ribbon bar is located at the top of the document with options of File, Home, Insert, Data, Review, View, Help, and Open in Excel. Many of the features that you would want to use are located in the different tabs.

Click Share if you want to share your file with others. If multiple people are editing the same document, their names will appear below Share.



Familiar ribbon tabs including contextual ribbon tabs when you need them. For example, Table tools and Picture tools.

Familiar buttons and commands that change with the ribbon tab chosen.

Document work space

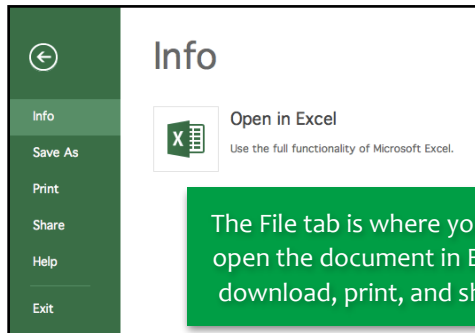
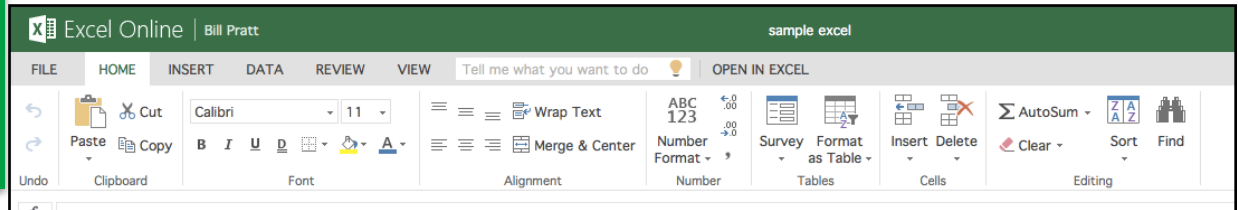
Need more screen space? Click the ribbon bar minimizer. Need your buttons back? Click it again.

Office 365 Excel Web App Tip Sheet



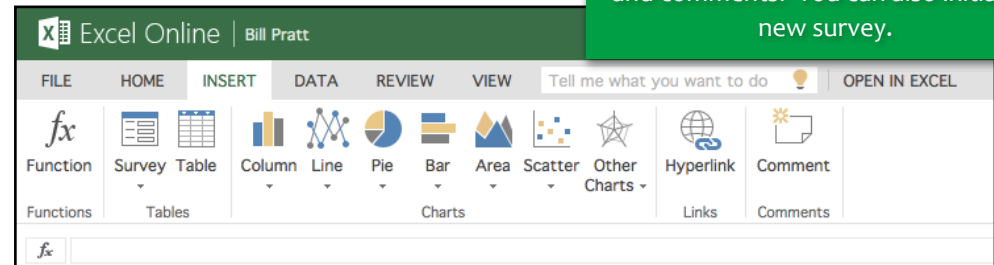
Specific Ribbon Buttons and Commands

The Home tab holds your formatting features you are used to (font, bold, copy, paste, undo, number formats, and alignment options). You can also insert or delete rows and columns, do autosum, clear contents or formatting, sort, and find.

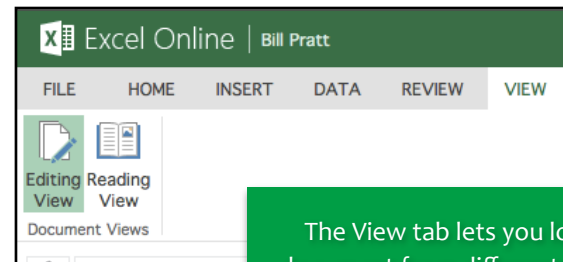
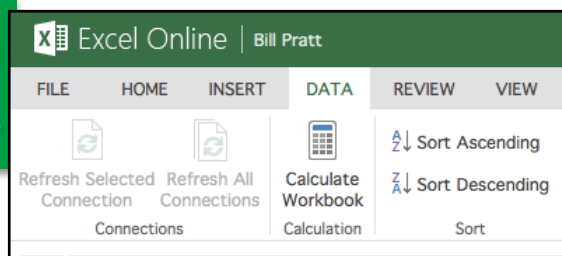


The File tab is where you can open the document in Excel, download, print, and share.

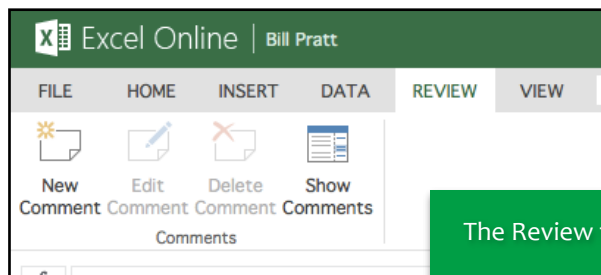
The Insert tab is where you can add functions, charts and tables, hyperlinks, and comments. You can also initiate a new survey.



The Data tab is where you calculate the workbook if there is a value that changes frequently or to sort your data.



The View tab lets you look at the document from different viewpoints.



The Review tab lets you add or show comments.

Office 365 Excel Web App Tip Sheet

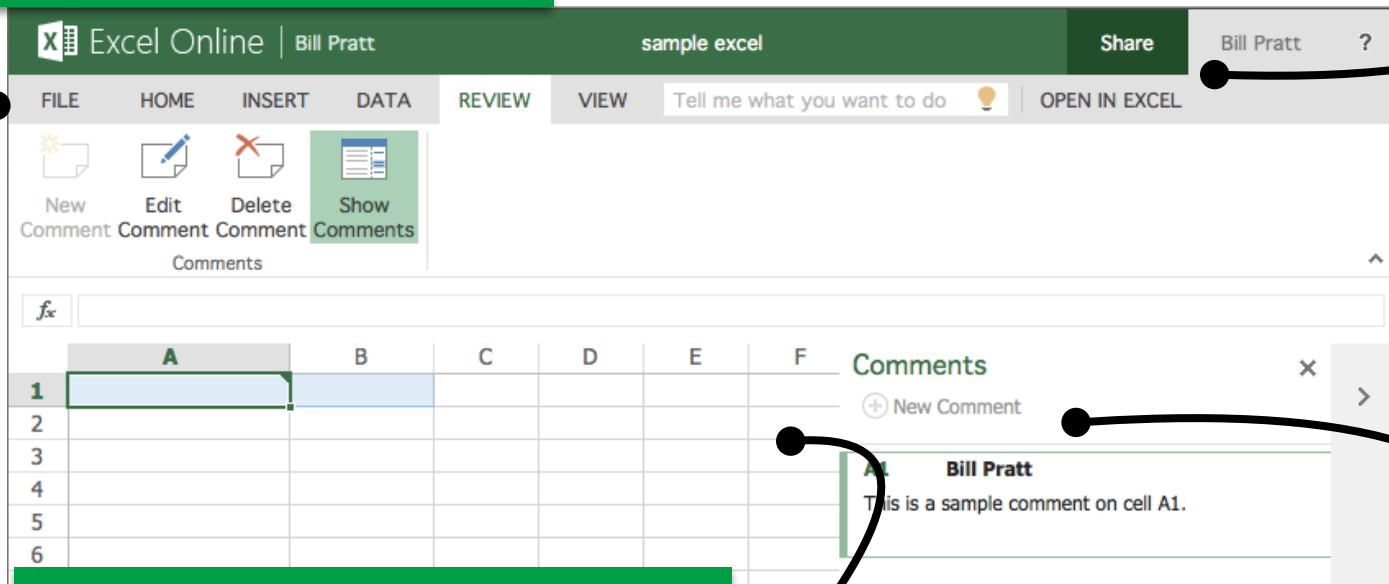


Comments and working collaboratively on a document

Working collaboratively online allows for multiple people to edit and share in the creation of documents. The use of comments while working creates a chat atmosphere where people not in the same room can explain and discuss portions of the document.

To collaborate on a document, you must first share the file by clicking Share. When prompted, enter the person's name, ensure the drop down next to their name says "Can Edit" and they will be able to click on the document from their OneDrive account.

To see the comments, click the Review tab and Show Comments.



As another contributor is typing, you will see the order of the cell change color to match the contributor. The color is represented by looking under the Share button at the top. Multiple contributors can type at the same time; which can be confusing at first so make sure that you know where your cursor is. If you are in the same cell as another contributor, who ever moves on last controls the cell's contents.

The comments section shows the comments after a person posts the comment-not as they type. Contributors can even reply directly to another contributor's comment by clicking the reply bubble. If the reply bubble isn't showing, just click the comment and it will appear.

REMEMBER: Working collaboratively online saves the document as you type. There are undo and redo buttons on the Home tab but be careful.