

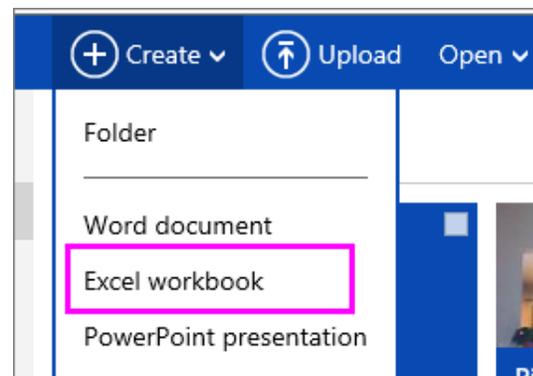
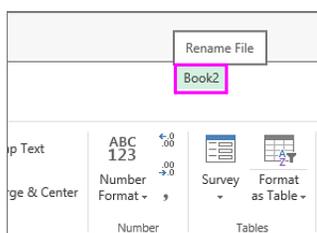
Basic tasks in Excel Online

Applies To: Excel Online More... Less

With Excel Online you use your web browser to create, view, and edit workbooks you store on OneDrive or Dropbox. If your organization or college has an Office 365 plan or SharePoint site, start using Excel Online by creating or storing workbooks in libraries on your site.

Create an online workbook

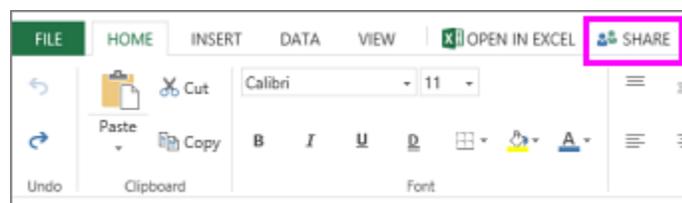
1. From your OneDrive, click **Create** > **Excel workbook**.
2. To rename the workbook, click the default file name and type a new one.



Share workbooks online

After you've created your online workbook, you can share it with friends, coworkers, or the public. People can view your worksheets, sort and filter data, and drill into the details of PivotTables on the web or mobile device.

To share a workbook, click **Share** and type email addresses of people you want to share with or get a link you can email to your contacts.



Edit in the browser

If you try to enter data, set up a formula, add charts, or apply basic formatting and nothing happens, you're probably in read-only view. Here's how you can switch to editing view:

Click **Edit Workbook** > **Edit in Excel Online**.

For more advanced editing options, click **Edit in Excel**.

Excel Online saves your work automatically however, if you change your mind about any changes you've just made, use **Undo** or press Ctrl+Z.

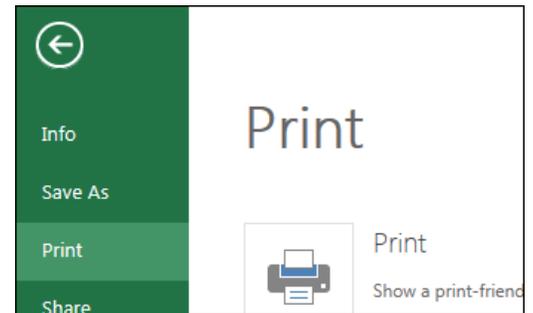
Work together on the same worksheet

When you're working with others in Excel Online, you can edit the worksheet as you usually would. When others edit the worksheet, Excel Online shows their presence and the updates right away. This only works when everyone is working in Excel Online. If anyone opens the workbook in Excel desktop, others won't be able to edit the workbook at the same time in Excel Online.



Print in Excel Online

1. Select the cells or chart you want to print, and then go to **File > Print**. To print the whole worksheet, don't select anything before going to the Print command.
2. Click **Print** for a preview.
3. If you change your mind about printing a selected area, choose the **Entire Sheet** print option and click **Print**.
4. If the final print preview looks right, click **Print**.



Print	
Which game (Date)?	What snack are you bringing?
9/8/2012	Fruit leather
9/15/2012	graham crackers
9/22/2012	apples
9/29/2012	bananas

Copy and Paste in Excel Online

A simple thing like copy and paste might have you flummoxed in a browser-based program. You can copy and paste text, but only if you use keyboard shortcuts. And text you copied outside of Excel Online will probably be pasted as plain text, which means that formatting (things like bold, italics, and hyperlinks) needs to be re-applied. For best results, use keyboard shortcuts, not the right-click menu or Clipboard commands in Excel Online. Press CTRL+C to copy, CTRL+X to cut, or CTRL+V to paste the text (Windows); or press ⌘+C, ⌘+X, or ⌘+V (Mac). If paste isn't working, you're probably looking at Reading view. Switch to Editing view: Go to **Edit Workbook** > **Edit in Excel Online**.

Reapply formatting

To reapply text formatting like bold or italics, select the text you pasted, click **Home**, and then click the formatting you want. If you're pasting a hyperlink, you'll have to reconstruct it:

1. Right-click the cell, and then click **Hyperlink**.
2. In the **Display Text** box, type text you want to show in the cell.
3. In the **URL** box, type the web address of the link (URL).

Format numbers

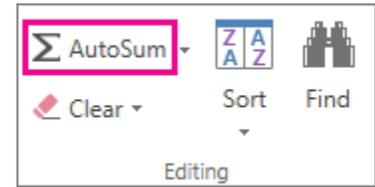
When you type numbers in your worksheet, Excel Online automatically applies the General number format but you can change this to show specific number formats like dates, currency, or even fractions.

For example, if you're working on your quarterly budget, you can use the **Currency** number format to show your numbers as monetary values. You can set dates to display either as a long date like Saturday, December 14, 2013 or a short date 12/14/13. Here's how:

1. Select the column, or cells you want to format.
2. Click **Number Format** and pick the format you want.

Use AutoSum to sum numbers

If you need to sum a column or row of numbers, let Excel Online do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the **Home** tab, press Enter, and you're done.



When you click **AutoSum**, Excel Online automatically enters a formula (that uses the SUM function) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click **AutoSum**. A formula appears in cell B7.

Press Enter to display the result (95.94) in cell B7. You can see the formula in the formula bar.

	A	B	C
1		Jan	Feb
2	Entertainment		
3	Cable TV	52.98	52.98
4	Video rentals	7.98	11.97
5	Movies	16.00	32.00
6	CDs	18.98	29.99
7	Totals	95.94	

Notes:

- To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.
- Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.
- You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click **AutoSum**, and total both columns at the same time.
- You can also sum numbers by creating a simple formula.