Microsoft   🔍   Rachelle
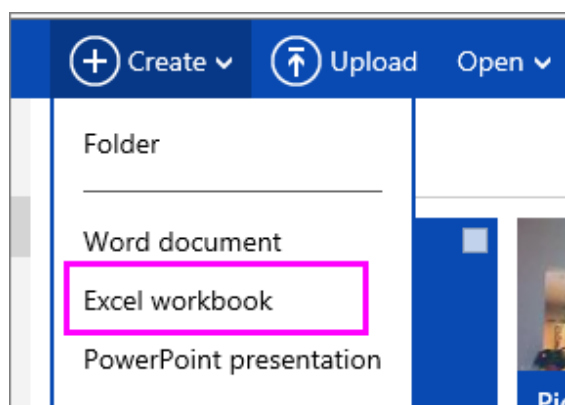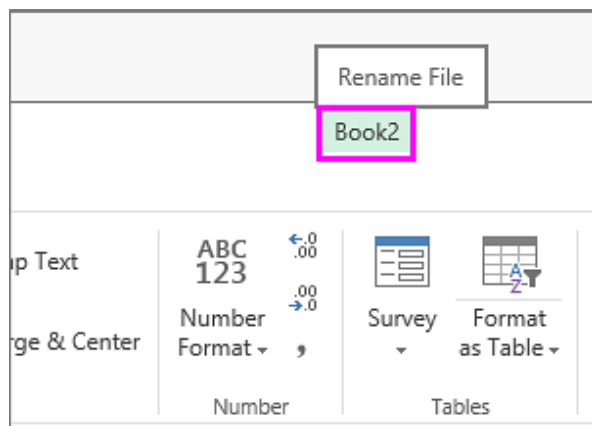
Basic tasks in Excel Online

With Excel Online you use your web browser to create, view, and edit your workbooks.

Create an online workbook

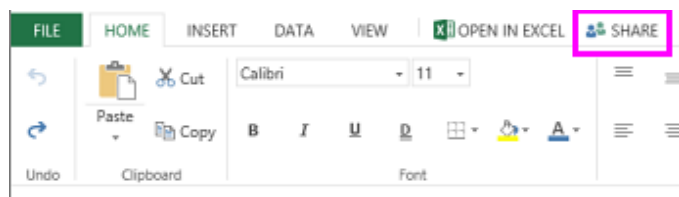1. From your OneDrive, click **Create** > **Excel workbook**.

1. To rename the workbook, click the default file name and type a new one.

Share workbooks online

To share a workbook, click **Share** and either type email addresses of people you want to share with or get a link that 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. 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. If others are also editing the worksheet, Excel Online shows their presence and the updates right away. Everyone has to be working in Excel Online (not in the Excel desktop application).

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.
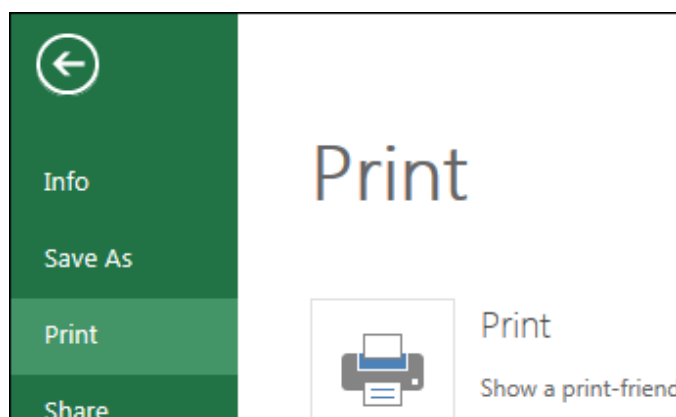
1. Click **Print** for a preview.

2. If you change your mind about printing a selected area, choose the **Entire Sheet** print option and click **Print**.

3. 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

APPLIES TO: Office 365 operated by 21Vianet, Office 365 operated by 21Vianet - Small Business Admin, Office 365 operated by 21Vianet - Admin

Was this information helpful?   YES   NO

🌐 English (United States)

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