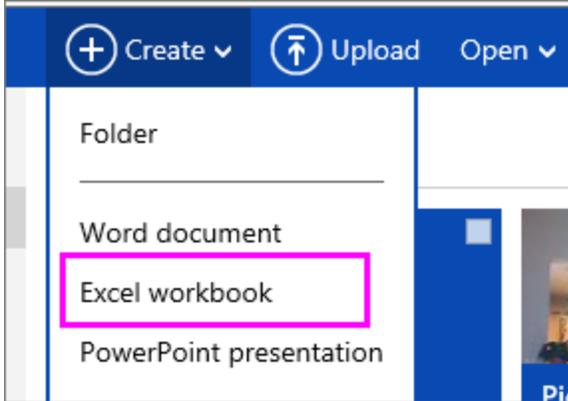


Excel Online: Office 365 Web App

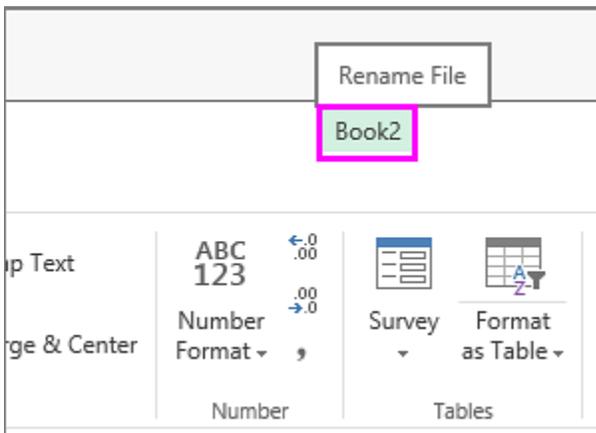
This article is intended to illustrate functionality of the Excel Online Web application as part of Office 365.

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

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



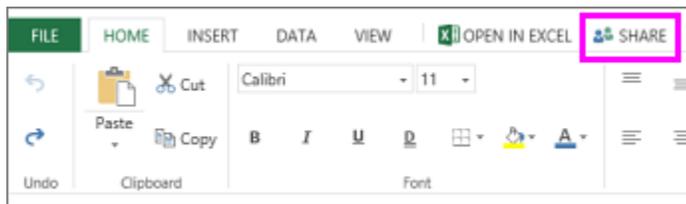
2. To rename the workbook, click the default file name and type a new one.



Share workbooks online

After you've created your online workbook, you can share it. Others 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 the address(es) 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.

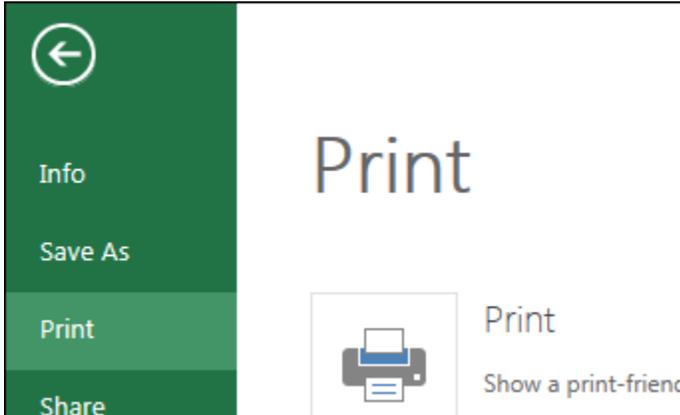
Work together on the same worksheet

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.



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.

A screenshot showing a "Print" button at the top left and a table preview below it. The table has two columns: "Which game (Date)?" and "What snack are you bringing?".

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