



HOW TO CREATE A SPREADSHEET IN MICROSOFT EXCEL ONLINE

1

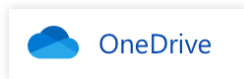
On a computer, use your internet browser to visit the website www.outlook.live.com.

If requested, sign into your Microsoft account.

If working on mobile device, such as a smartphone or tablet, open the OneDrive App.

3

Click on **OneDrive** from the list that appears.



Note

You can always move the spreadsheet after it has been created. Refer to the TC Toolbox note **Microsoft OneDrive – Create Folders and Manage Files**.

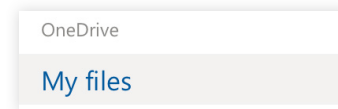
2

Click on the All **Apps** icon located in the upper left corner.



4

To save the spreadsheet in an existing folder, double click the folder to open it. If the spreadsheet is not being saved in a folder then remain on **My Files**, which will be highlighted on the left side the screen, if not click **My Files**.



Almost there!



5

You will be brought to a new window, opening Excel Online, with a blank spreadsheet. Click **Book1 – Saved to OneDrive**, near the top of the window.



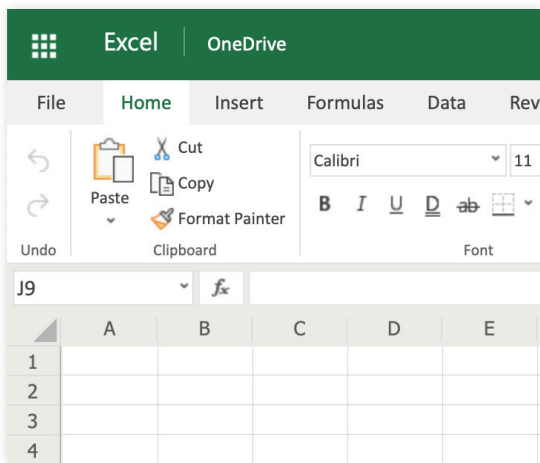
6

In the space provided type a title for your spreadsheet. Select **Enter** on your keyboard to save the name change.



7

In the cells, create your Excel spreadsheet.



Note

All changes you make, no matter how big or how small, will automatically be saved!
There is no save button.

You're all set! You are on your way to creating spreadsheets online!