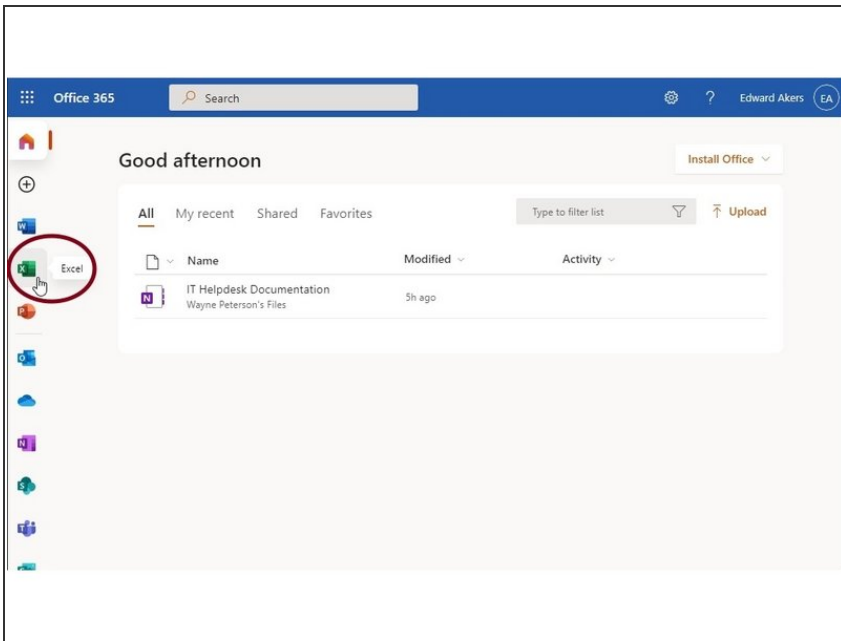# Accessing Microsoft Excel Online

This guide will guide you through accessing the online version of Microsoft Excel provided by Office365.

Written By: Wayne Peterson

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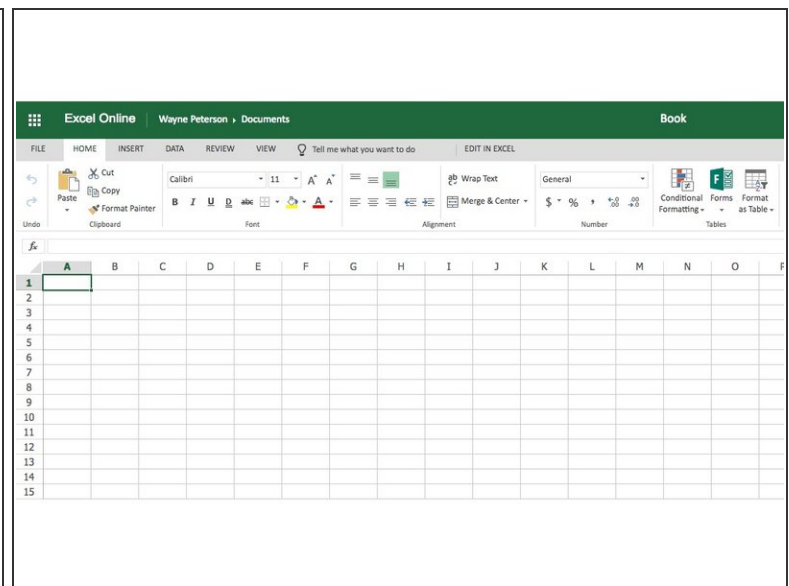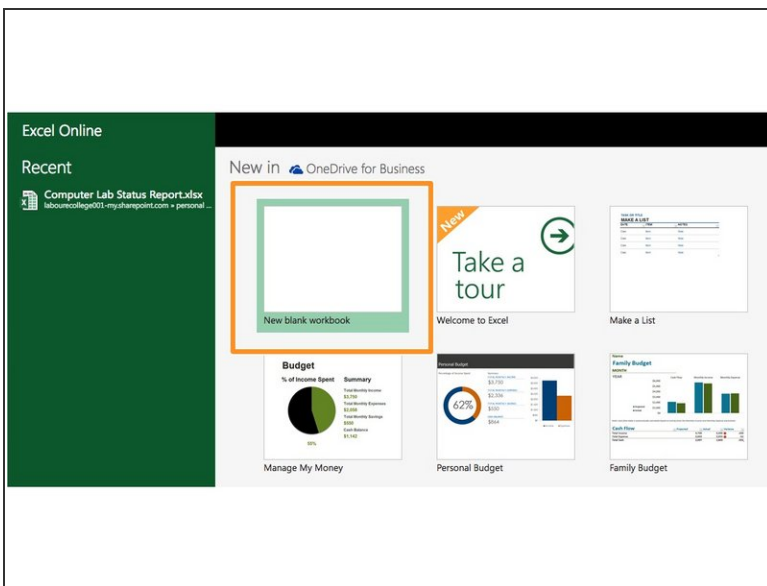
Step 1 — Accessing Microsoft Excel Online

- From the Office365 dashboard, select Excel

Step 2

- Select a template or simply select **Blank Workbook**.

- You will then have a new excel workbook to use within your web browser.

- (i) The document auto-saves to your OneDrive as you type. You have the option of exporting the document to your desktop through the normal Save menu.

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