



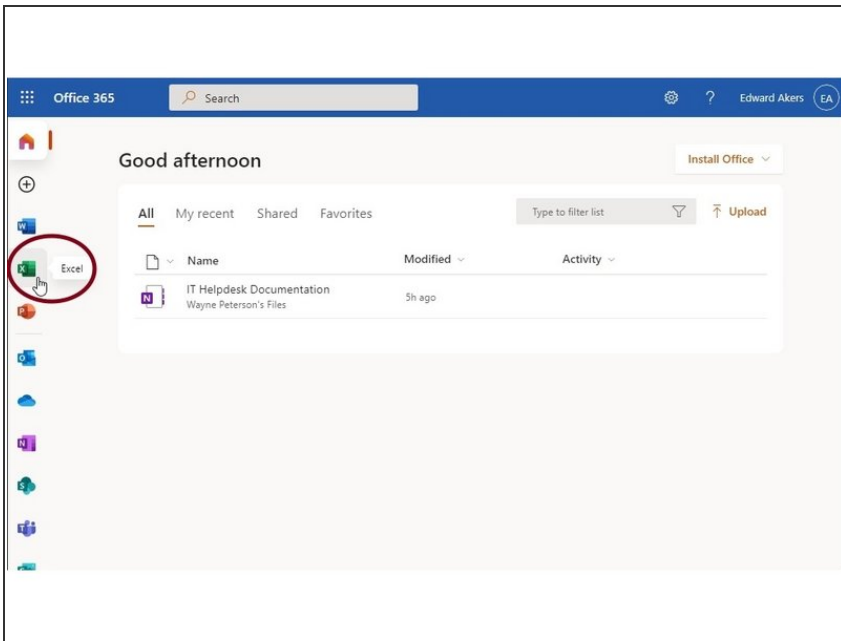
Accessing Microsoft Excel Online

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

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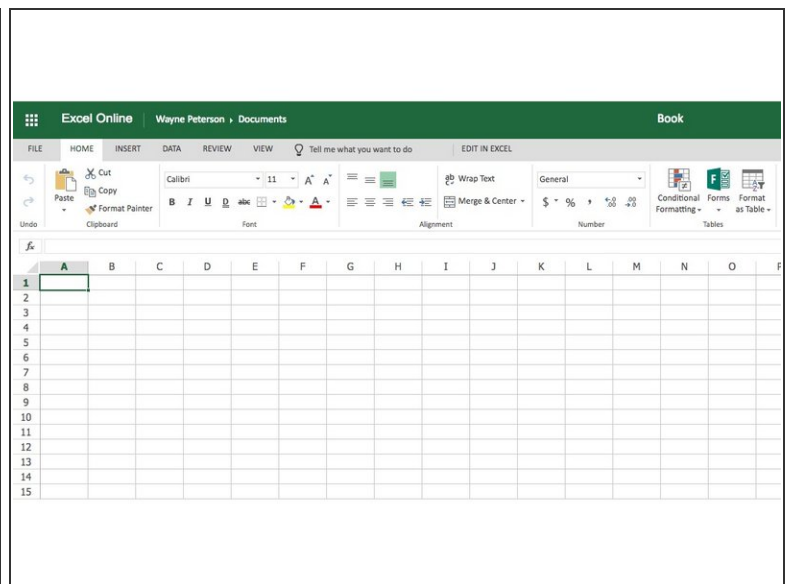
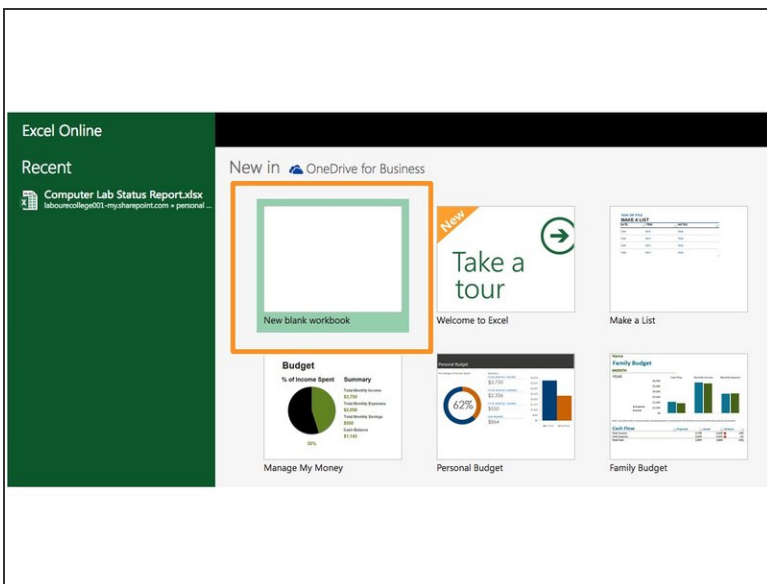
Accessing Excel Online

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.
- ❗ 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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