Microsoft

Getting to know

Microsoft Excel

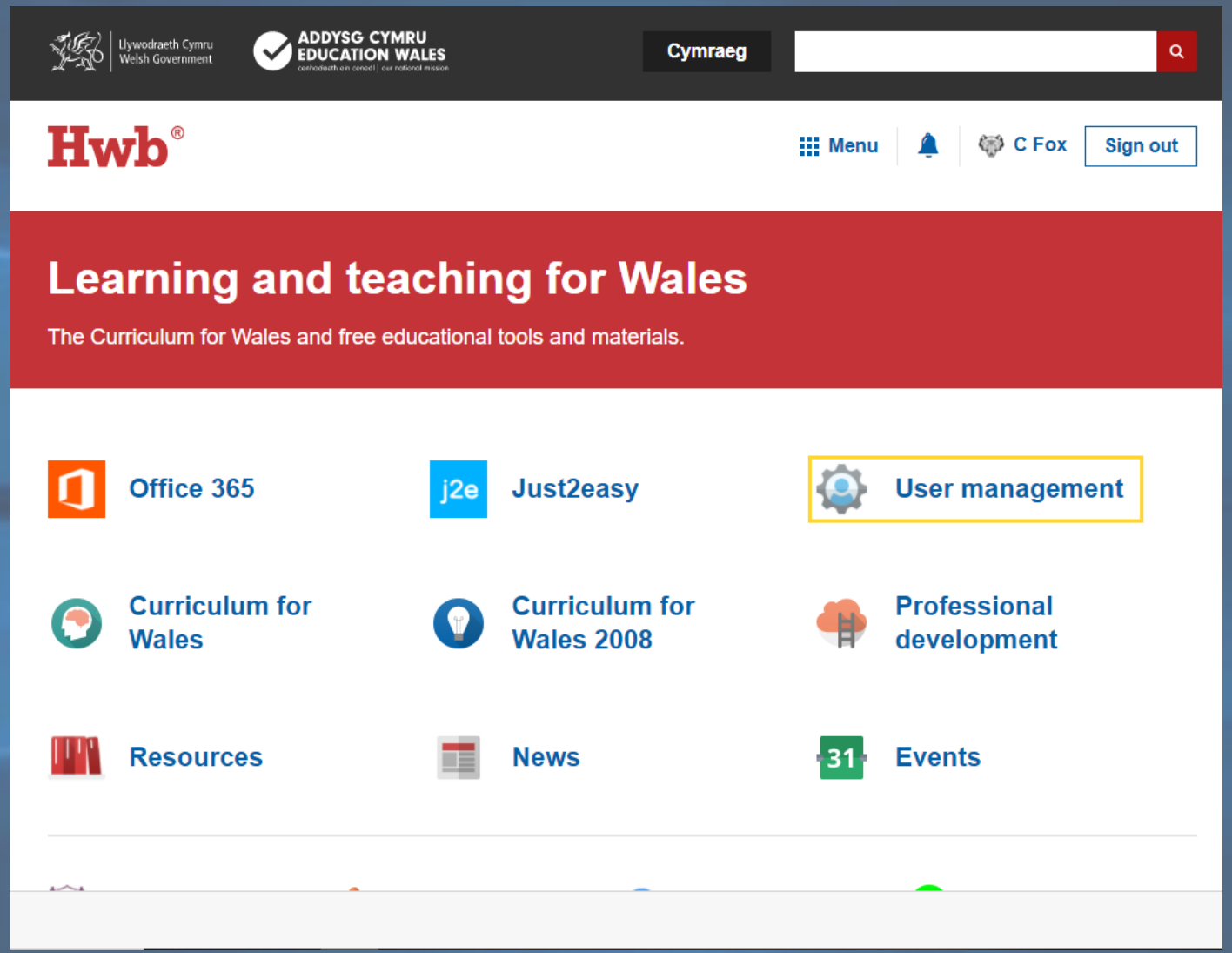


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

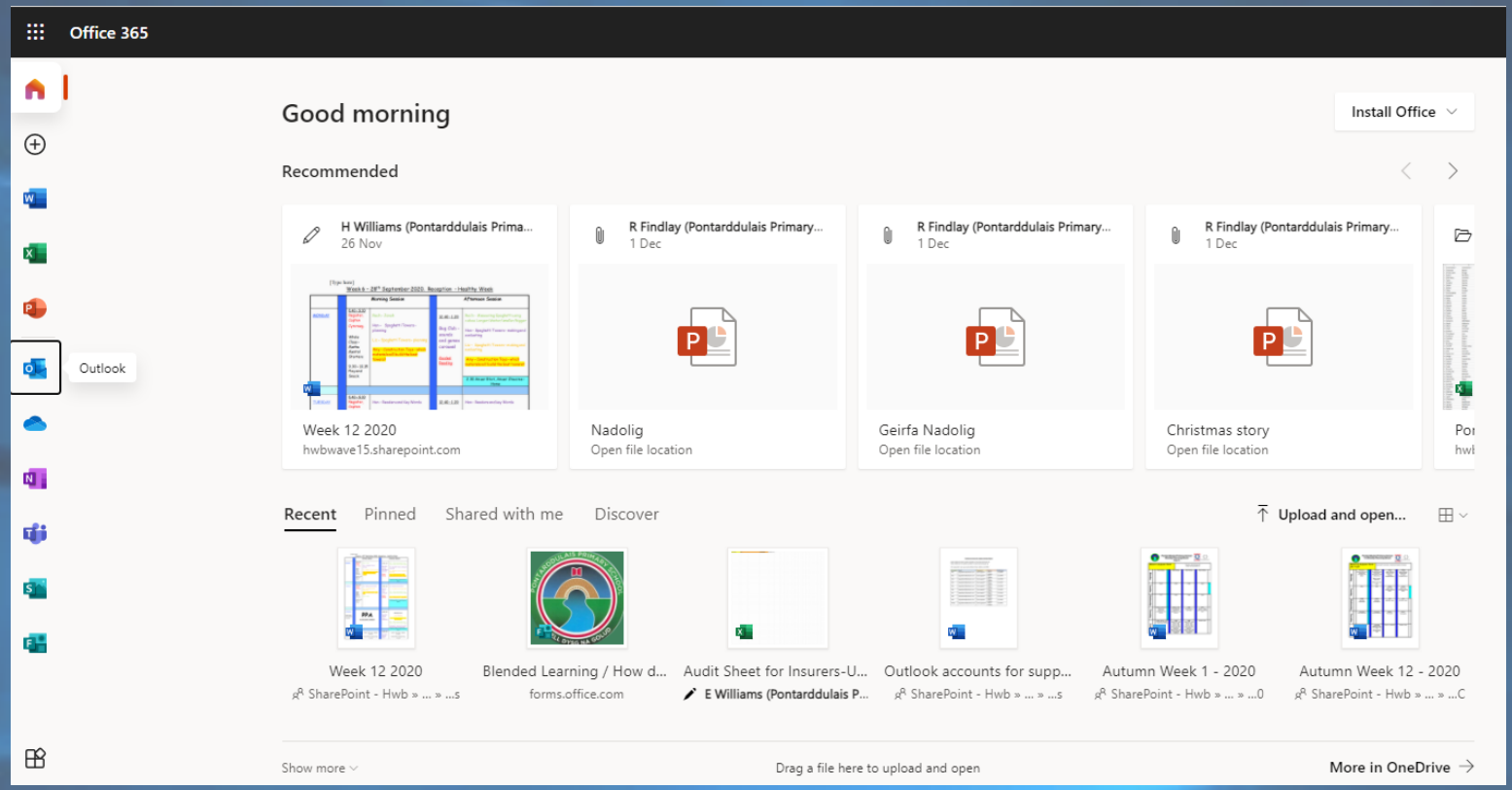
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

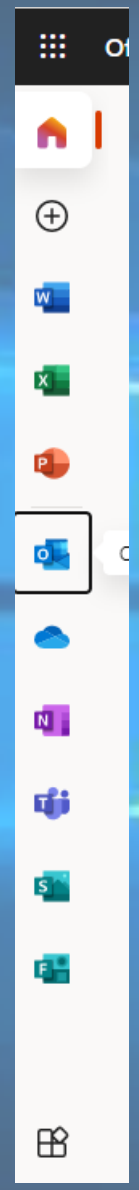
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



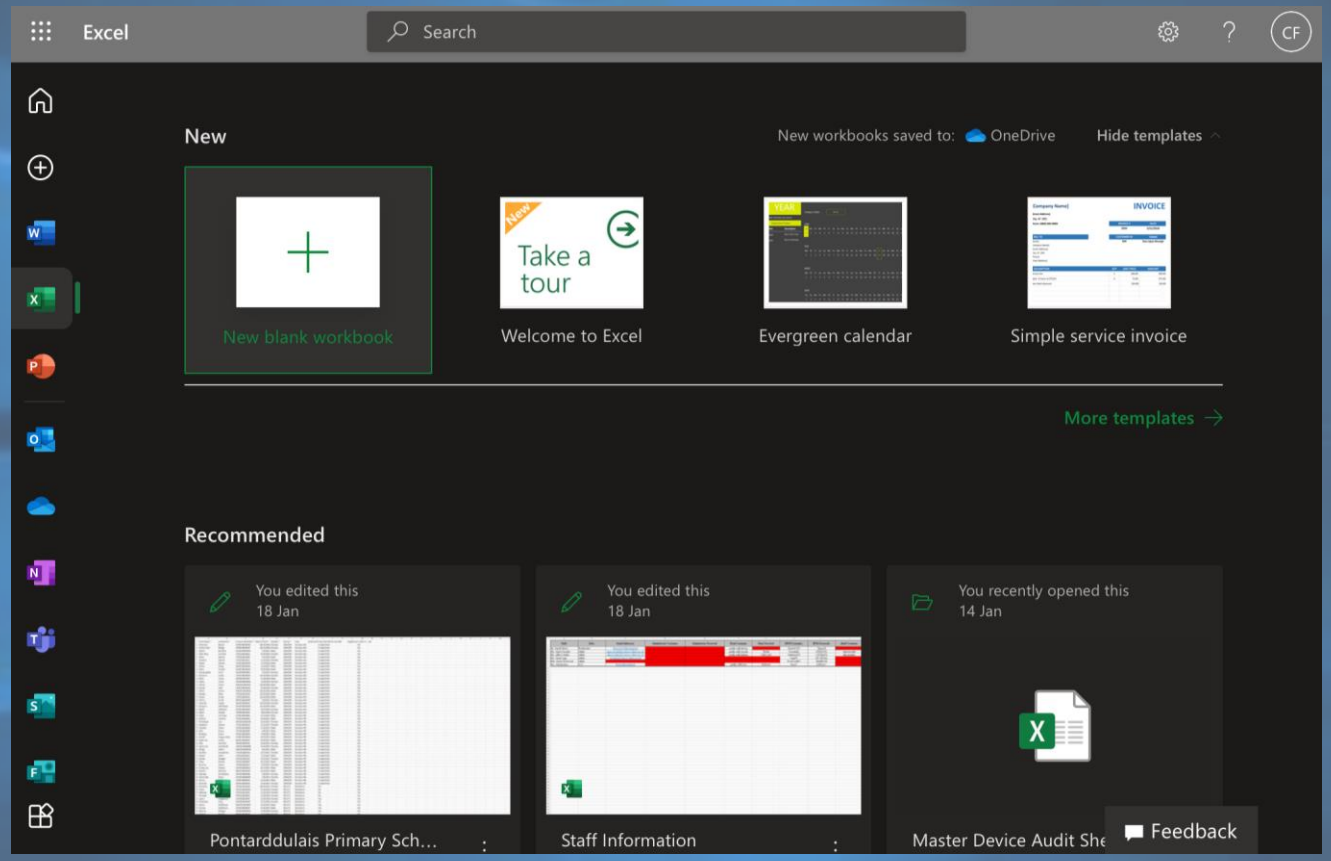
Excel in your Work

Excel is often second on your list, shown by a green page with an E.



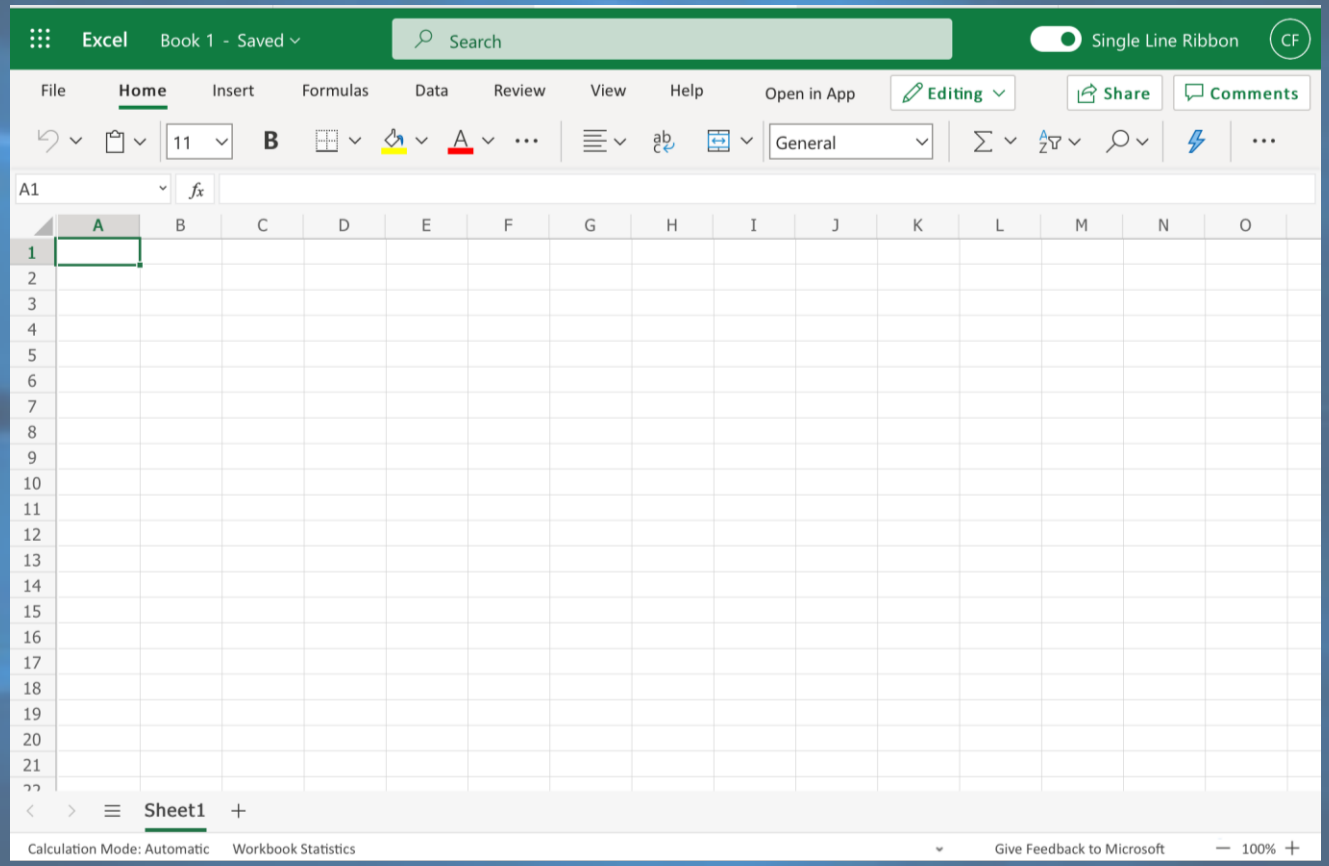
Excel Homepage

This is your Excel homepage. You can select a new workbook, choose a template, find work you have done or have been shared to you. In the top right you will see that all your work is saved to your OneDrive. You can also access the other apps by selecting one of the icons, or the waffle at the top (this will open another tab)



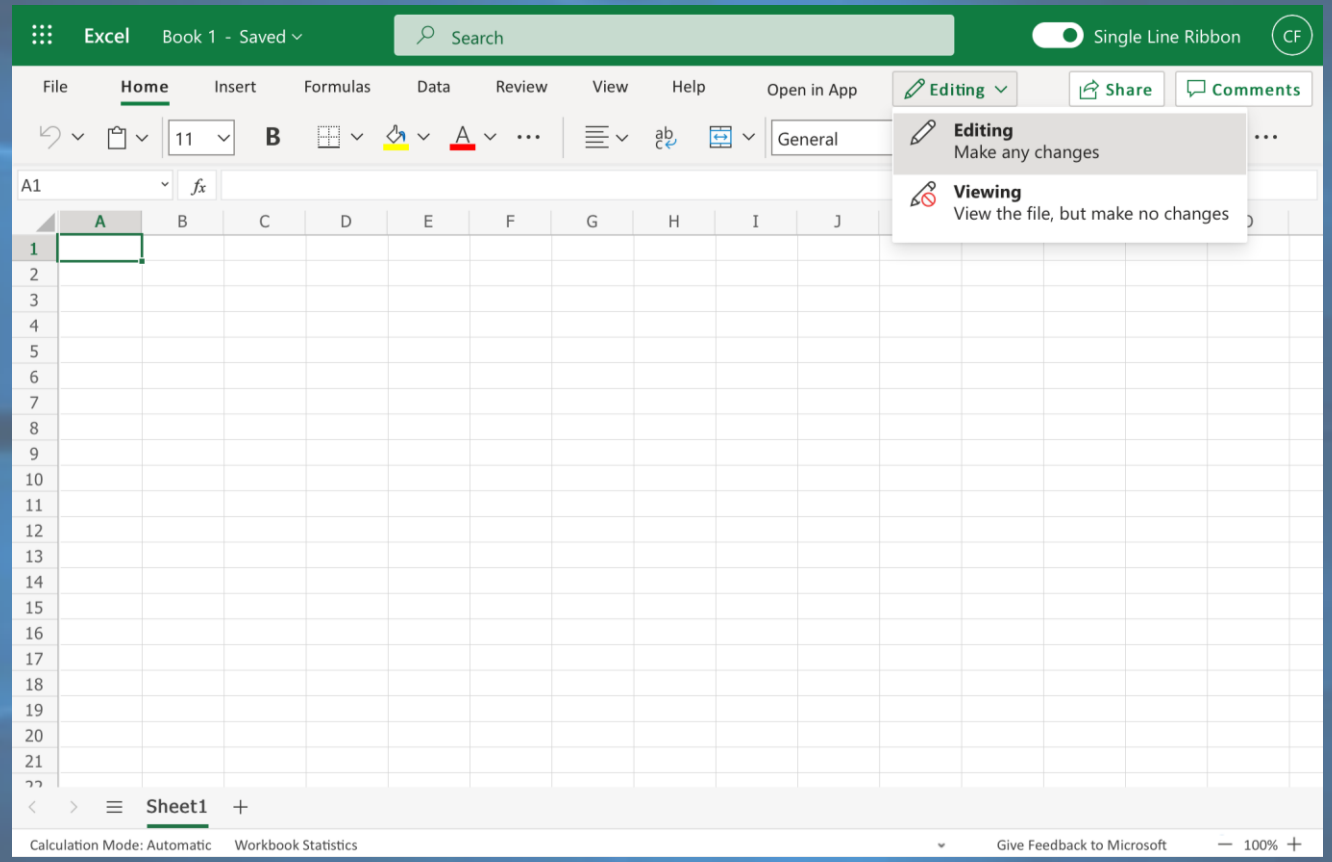
Seeing the Workbook

This is the main page of Excel. Here you can input all data, set your font style, size, colour, borders for your table, add in sums. Also, clicking the + at the bottom will create another page for you.



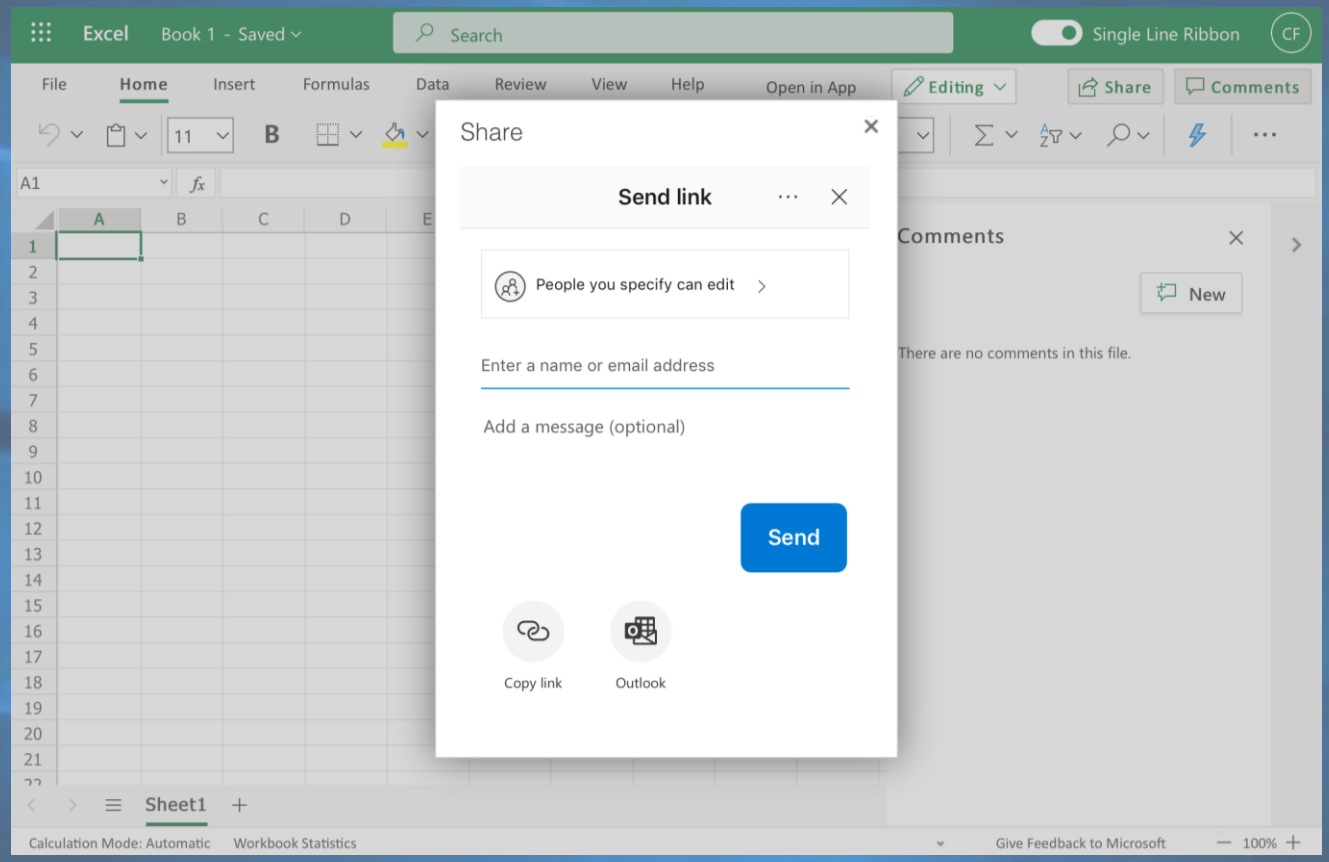
Have it your Way

You can set your workbook so that when you share it, the person you are sharing with can edit, review and make comments or just view it. Any comments made or to be made can be done and viewed with the Comments button



Sharing

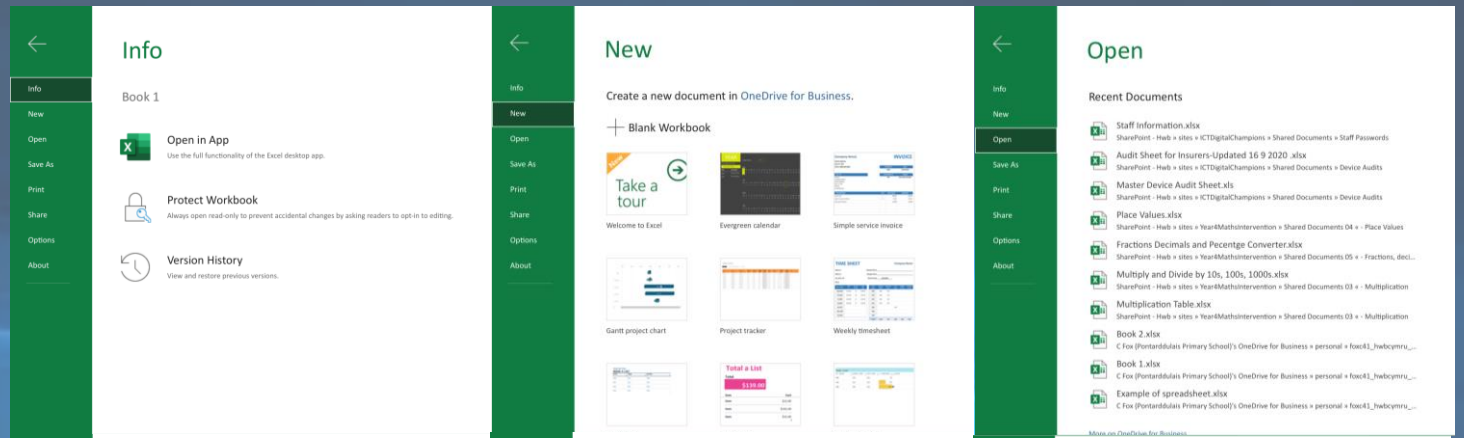
When you click on share, you can allow other people to work on your workbook. Type in their email address and send a message. In the email, there will be a link, and once that is pressed, access is granted. You can set restrictions to what that person does. Once collaborated, and you allow them to edit, you can see them editing as they do so.

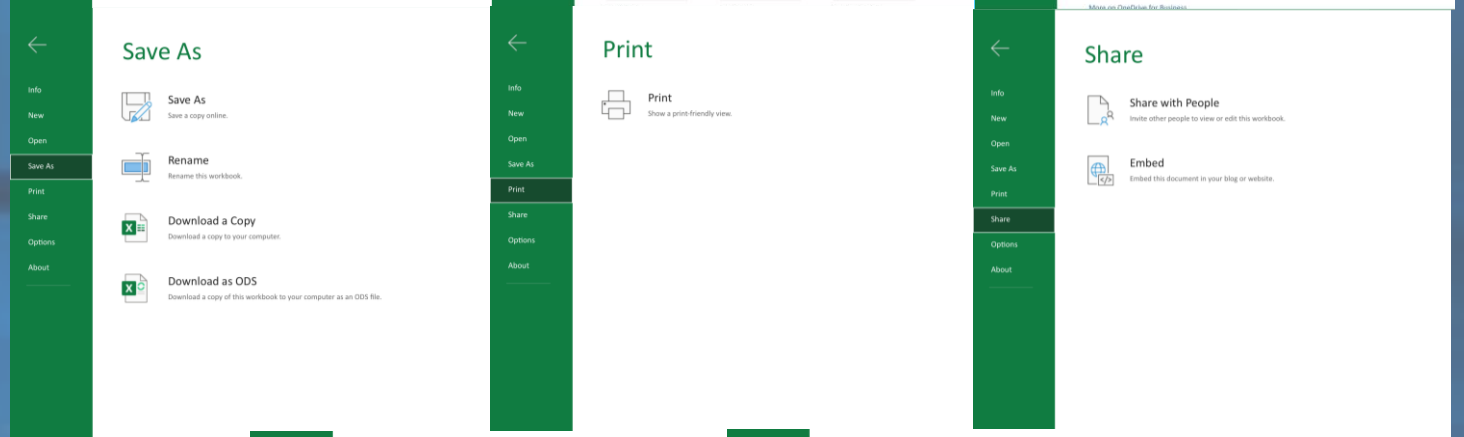


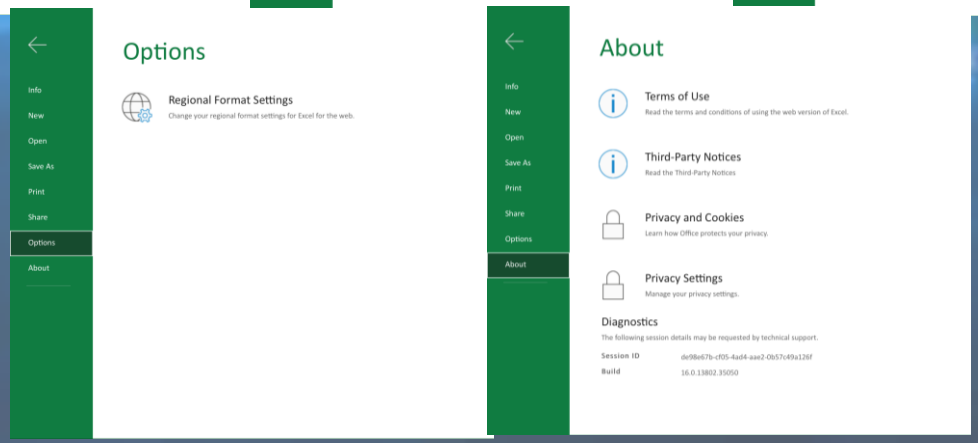
File

When you click on File, you have many options. You can open a new workbook, open one already saved under your account, Save as another workbook or file type and share.

N.B. Office 365 automatically saves your work so do not worry. Also if you have the desktop version installed and set to your account, you can access files on your device.

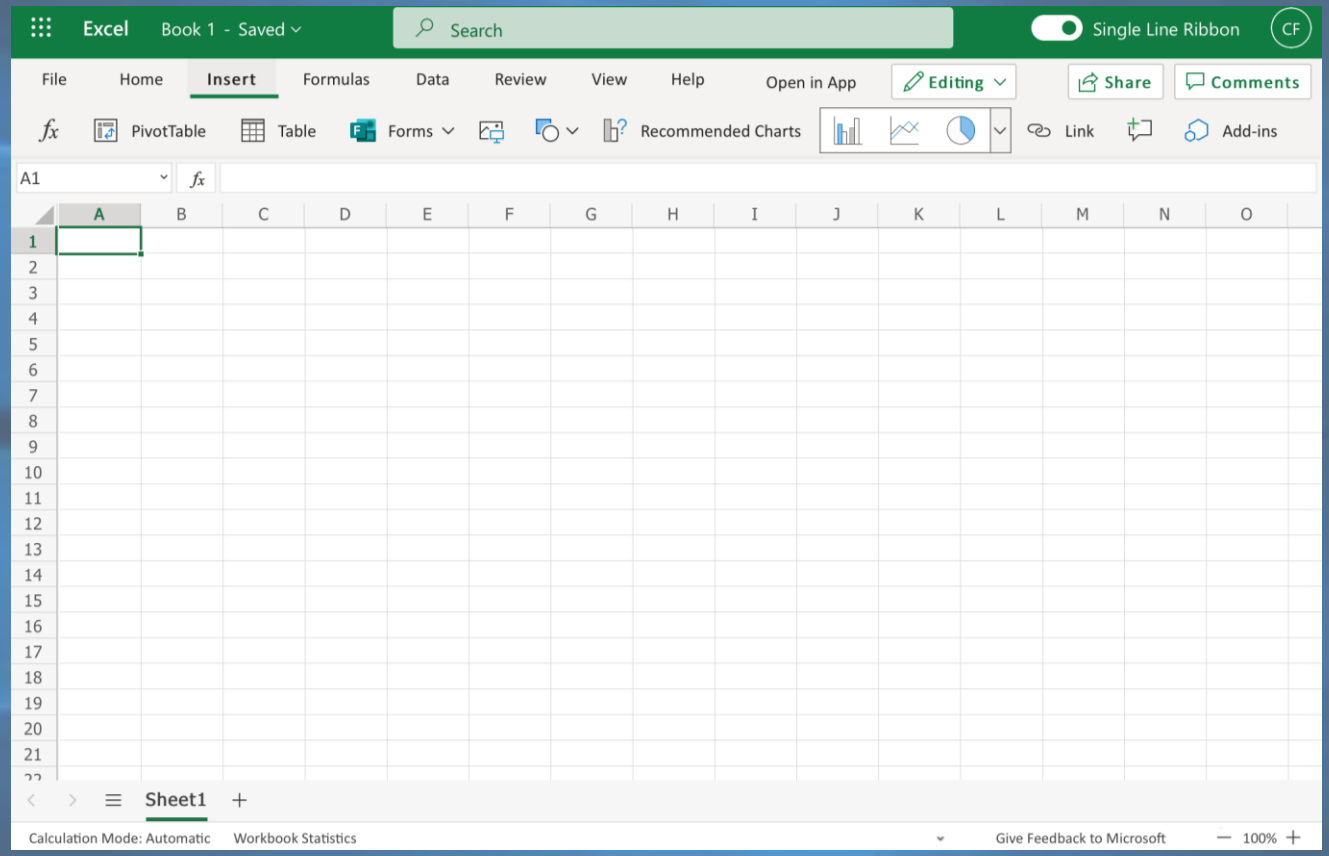






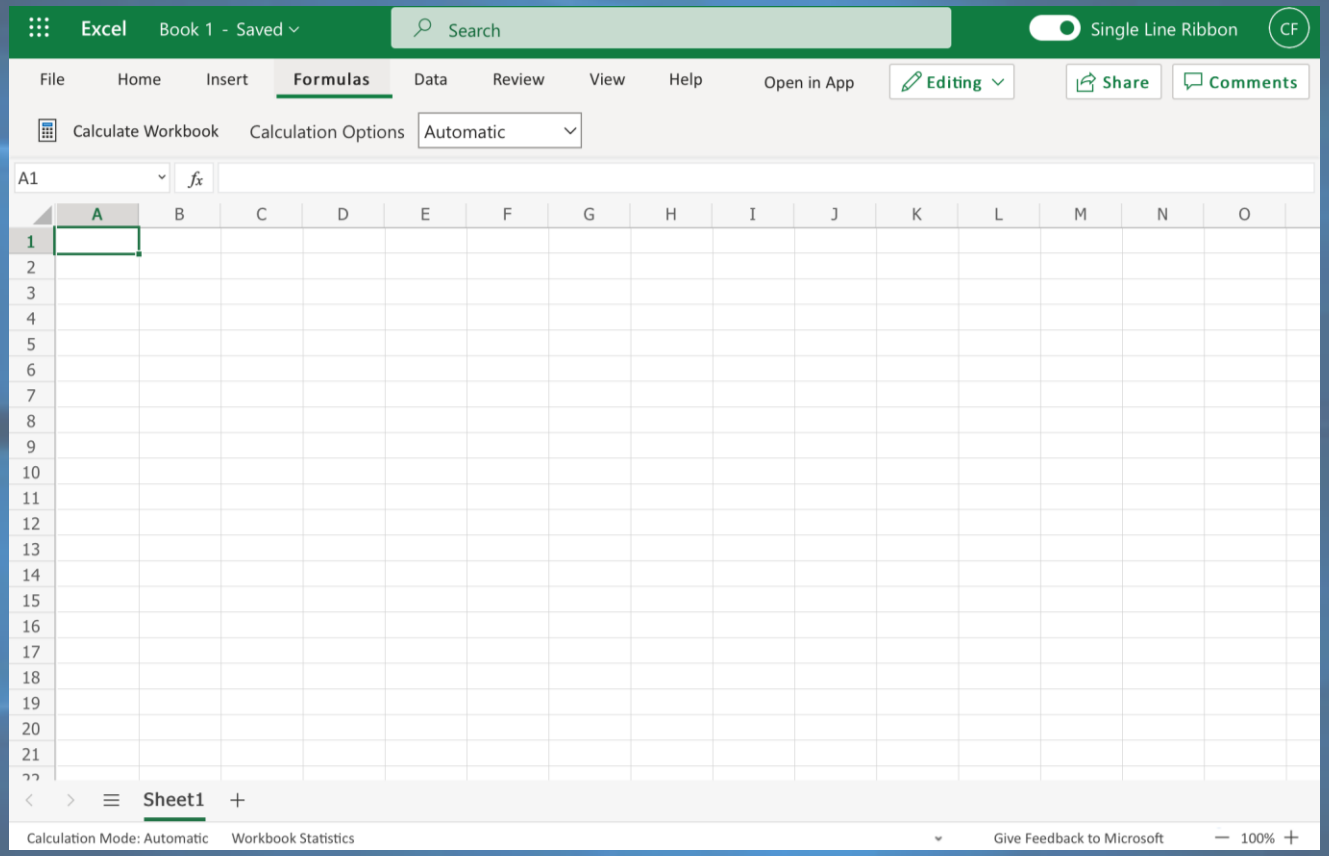
Insert

Click on insert to add in any other form of media, including hyperlinks to websites or other documents, and edit them here. You can also create a chart depending on your data, and also import any information from any Forms you may have created.



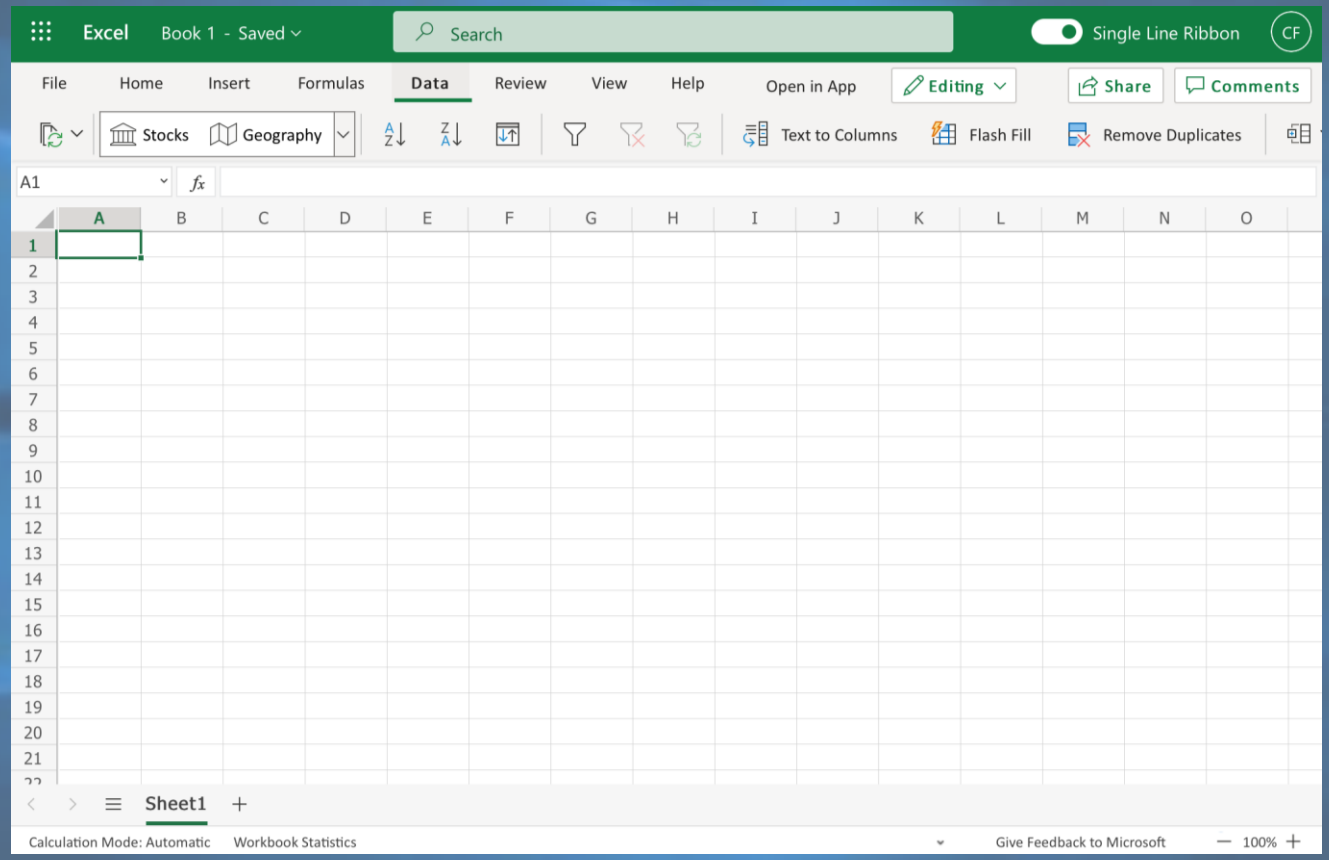
Formulas

Excel allows you to do quick mathematical formulas such as sums, percentages, averages, counting, etc from here. Select the formula you want and all the data you need.



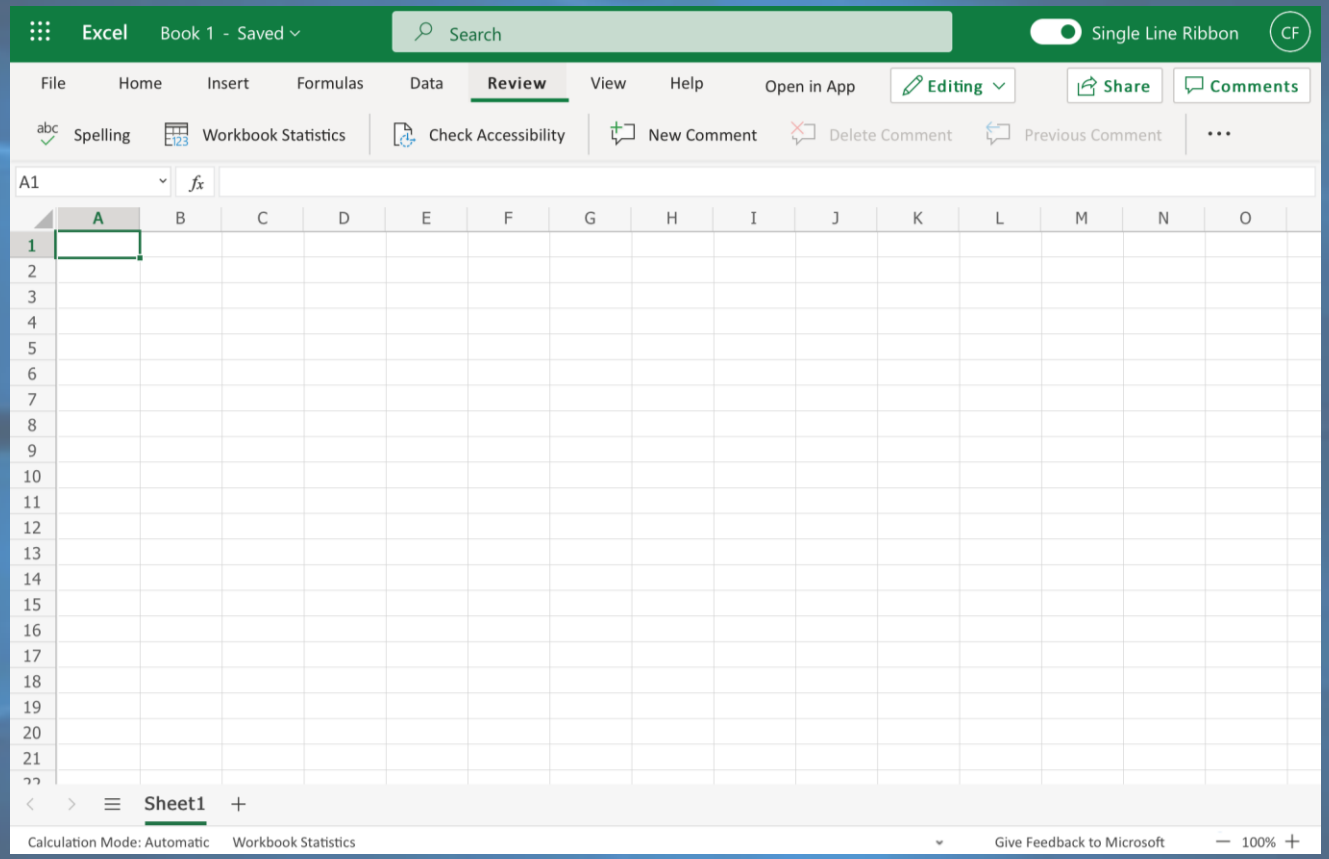
Data

As well as manually inputting data, you can import and sort all data here.



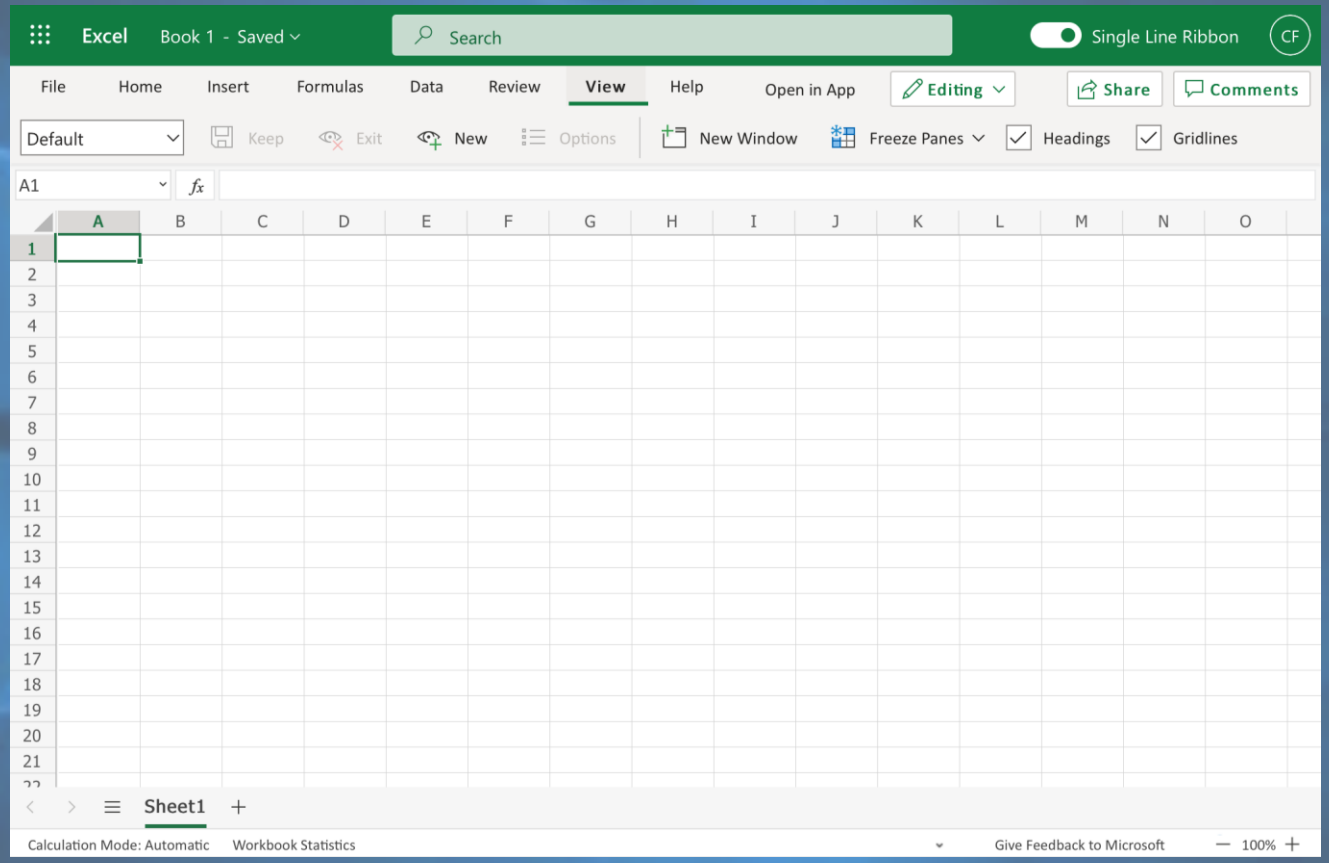
Review

Check all spellings and statistics her making sure your Workbook is fine.



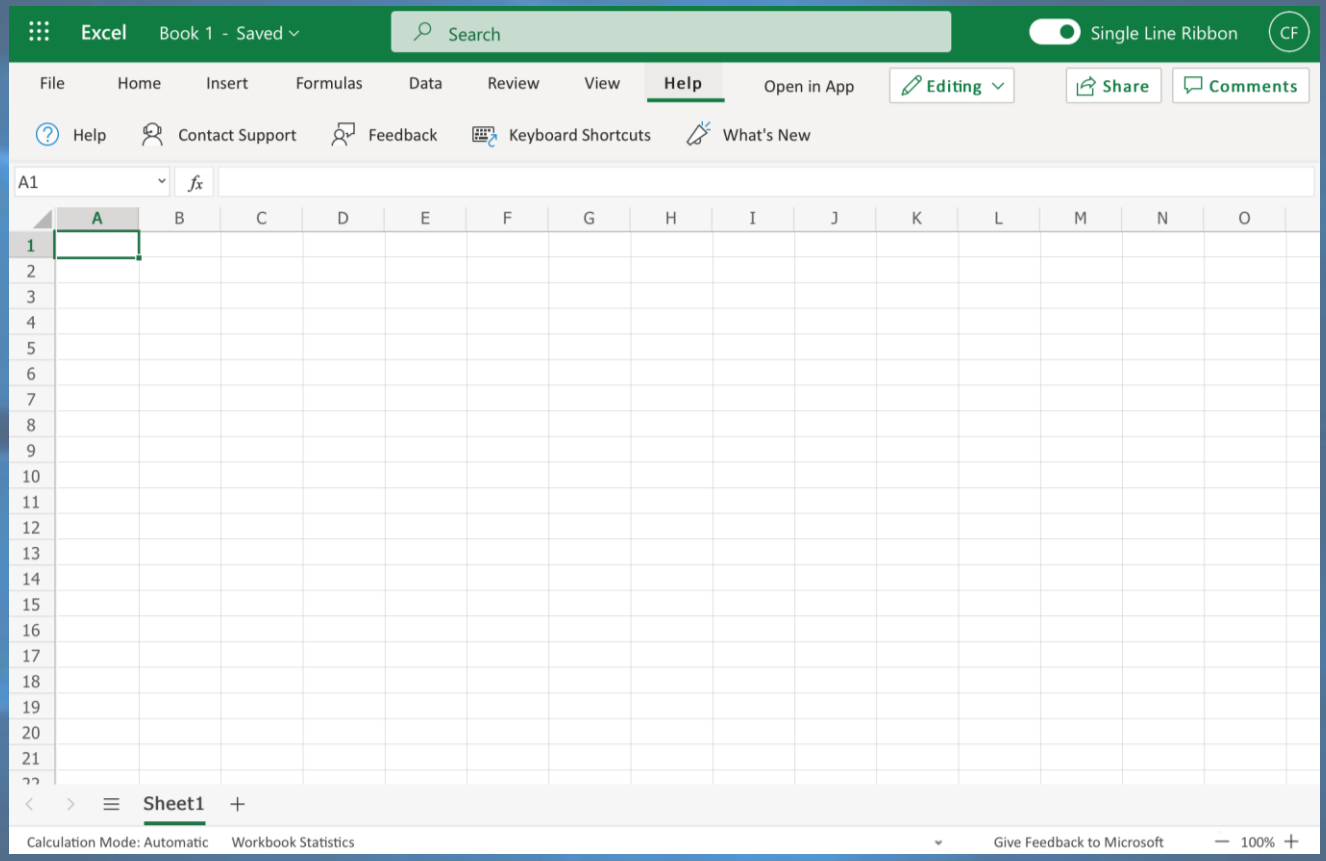
View

View helps you how you see your workbook. You can also freeze panes for easy use, such as if you freeze the top row, usually your headings, they will always stay on screen no matter how far you scroll.



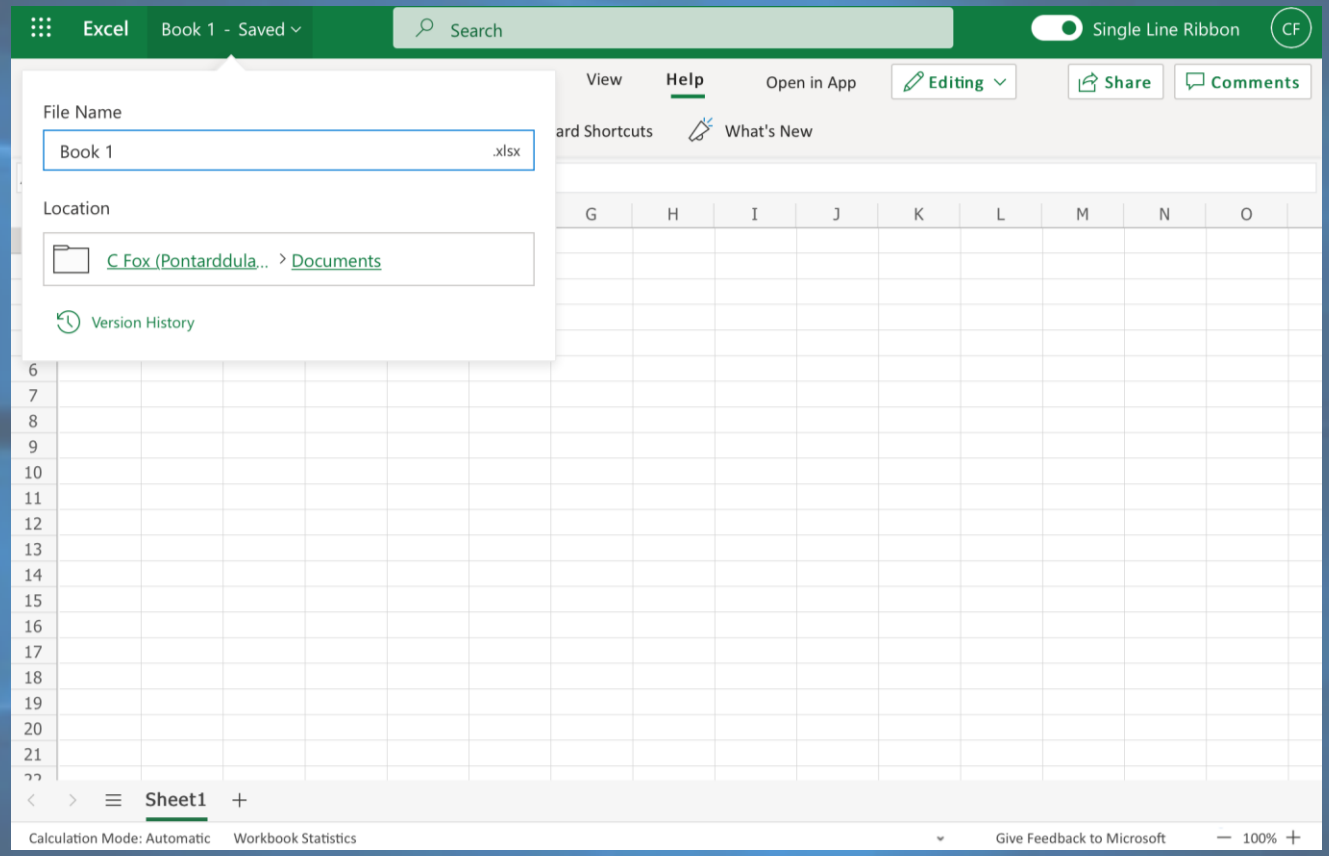
A Little More Help

You can always contact Microsoft for further advice and leave feedback.



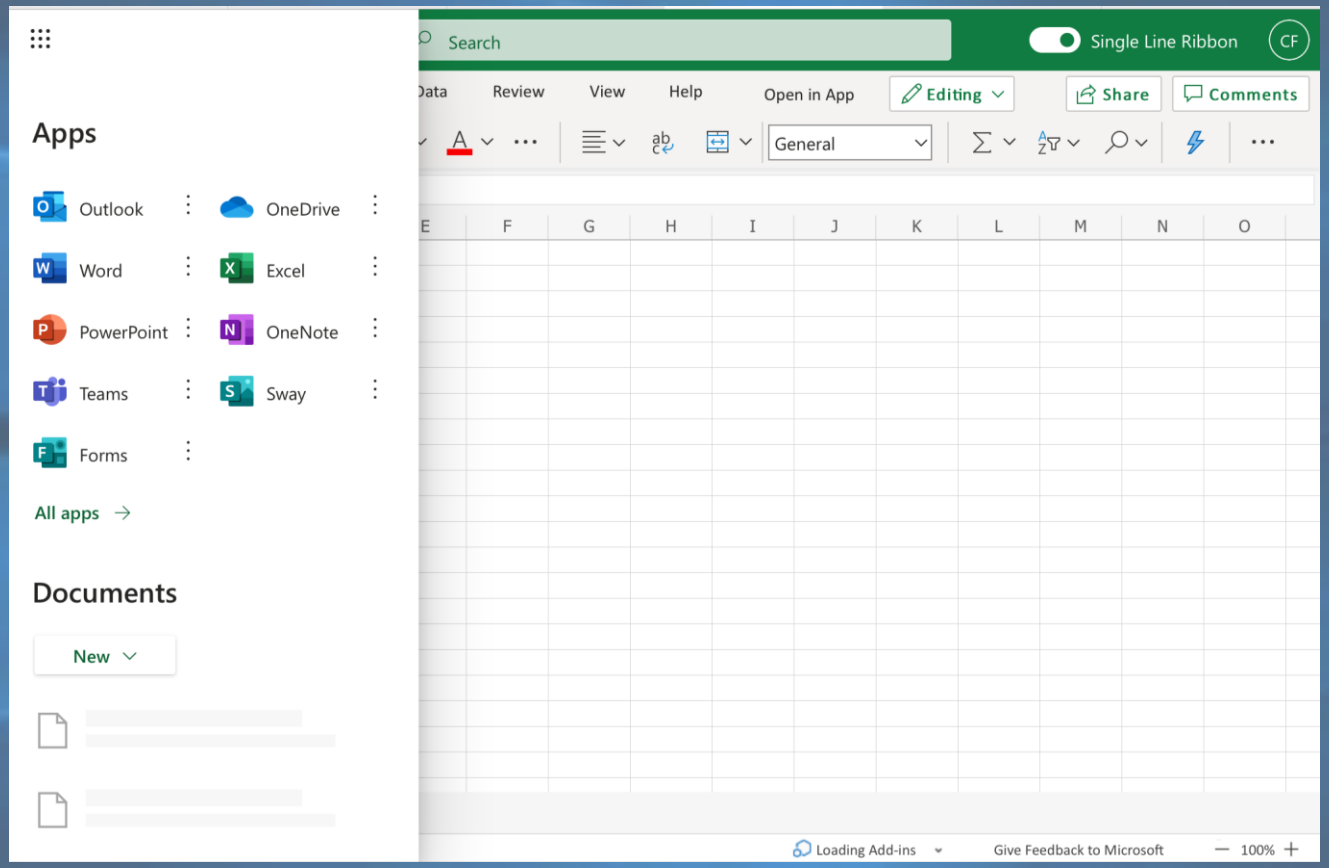
What's in a Name

By clicking on the title to name workbook and to see where it is stored.



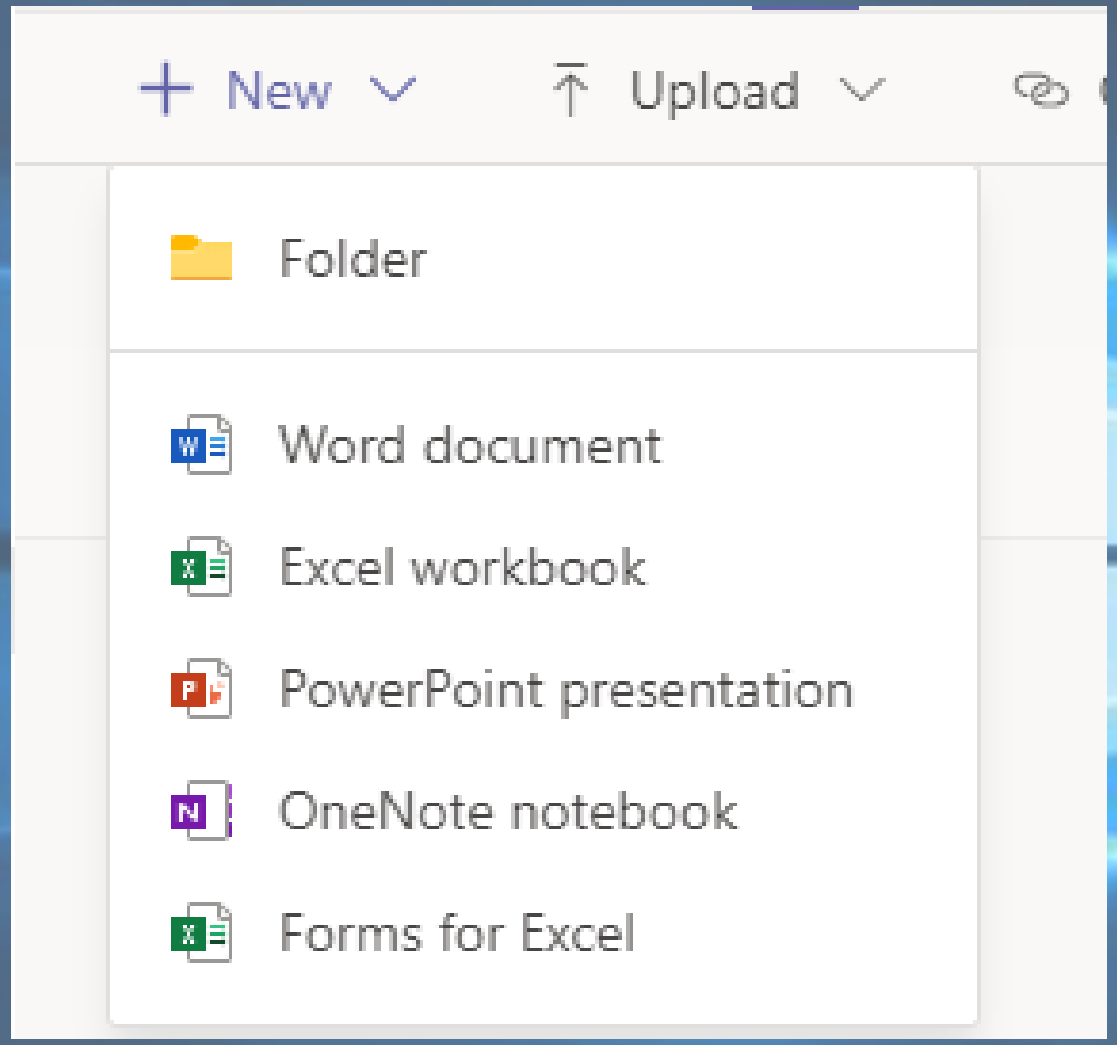
More Apps

Click on the Waffle at the top to access more apps or documents quickly.



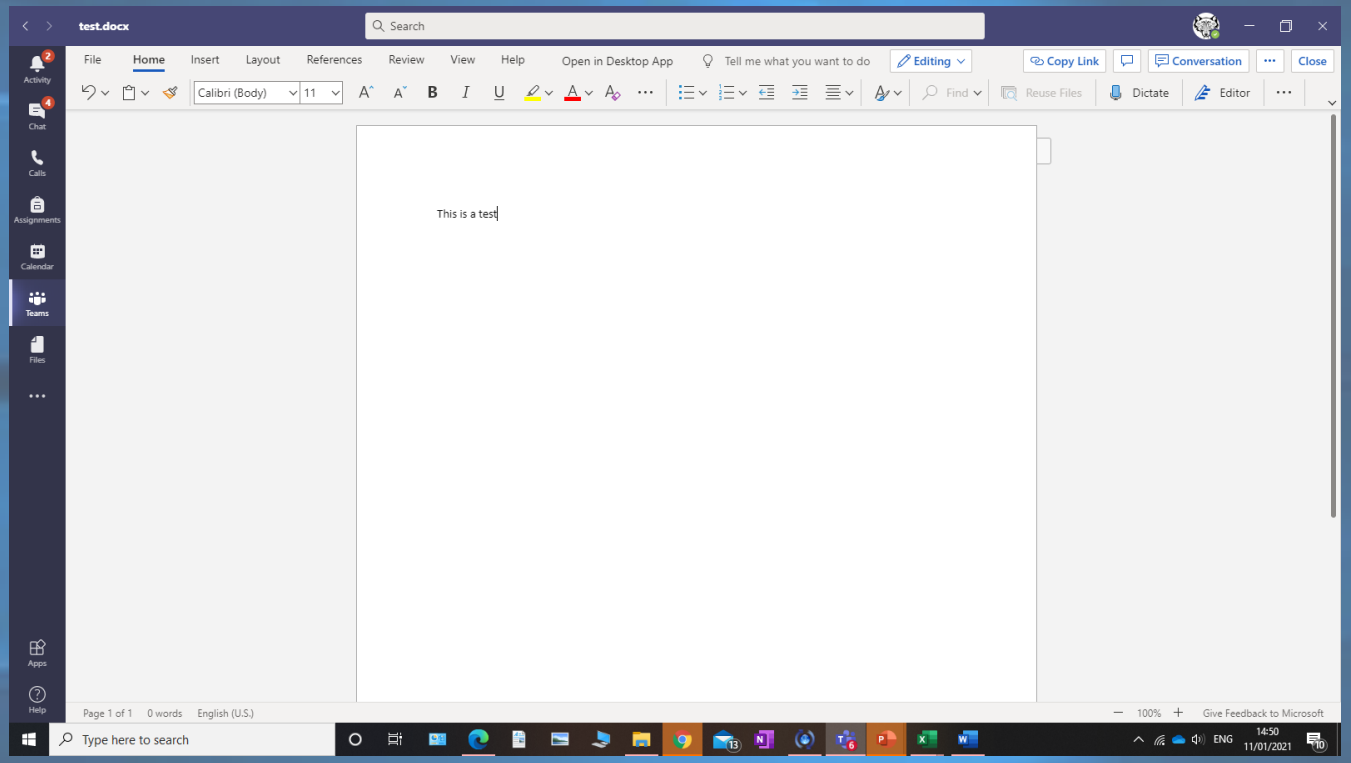
Saving Time

To save time in uploading, you can create an Excel Workbook within your Teams without having to use the main Office homepage by selecting New in the Files section.



Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.




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