Excel Online 365

Ribbon Basics

Calculations and Flash fill
Choose a layout for your Spread
For further help, trying asking Word Microsoft!
Clicking on this will give you the option to open up Microsoft Power Point which is downloaded to your computer and comes with more helpful tools.

Add pictures or tables.
Add comments about the Excel sheet.

Undo
Redo

Cut, Copy, and Paste objects/text into the document.
Choose a font or style for your text
Align paragraphs left, right, or centered
When working with numbers, Change to currency, time, or calculations
Insert, Organize, or delete cells.

Under Home in the ribbon, Choose the Boarder icon to add rules around cells.

To print all grid lines check the Grid lines Print box under the Page Layout tab.

Helpful Tips

Under the DATA tab, you can sort your content alphabetically or numerically. You can also choose ascending (to see the highest first) or descending (to see the lowest first).

Under the HOME tab in the ribbon, Choose the Boarder icon to add rules around cells.

To print all grid lines check the Grid lines Print box under the Page Layout tab.

Flash Fill will keep an eye out on a pattern and auto fill the spaces in the table. This could make your work load a little easier.

Tables

Under the INSERT tab click the Table icon. Then select the data in the window that pops up.

Tables allow you to analyze your data in Excel quickly and easily by using sort and filter and displaying a total row at the end of a table.
If you are **printing from the library**, click **Print**, then enter your Ohio User Name (ex. AL180417) or if you are a community member, enter the number on the bottom right of your printer card. Click **Yes** on next window and swipe your OU card/Printer card at the designated printer. Press **Print** on the touch screen.

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**Basic Graph**

1. Highlight the data you wish to graph.
2. Go to the **Insert** tab and choose a type of graph.
3. The graph will look wrong at first. Right click on the graph and click **Select Data** to correct it.
4. Use the Select Data Source dialogue box to correct the graph.