



# How to Do Everything: Microsoft Office Online

*Carole Matthews, Marty Matthews*

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## Master Microsoft Office Online and OneDrive

*How to Do Everything: Microsoft Office Online* shows you how to use this versatile, free platform to create and save documents, presentations, and spreadsheets online and easily collaborate with others. You'll also get tips for storing and sharing photos, videos, and more on OneDrive and organizing your notes with OneNote Online. You'll see how to manage your email, contacts, and calendar using Outlook.com. Access and share your files anytime, anywhere from Windows, Mac OSX, Apple iOS, and Android devices. This practical guide covers it all!

- Connect to and sign up for OneDrive
- Add, manage, and share files and folders on OneDrive
- Navigate and customize Office Online
- Create, format, and edit documents in Word Online
- Enter, edit, and format data in Excel Online
- Use Excel Online formulas, functions, and tables
- Create impressive presentations in PowerPoint Online
- Collect and organize notes in OneNote Online
- Work with Outlook.com and manage your email, calendar, and contacts

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