

Discover how much you can do with the Office Online suite of tools.

## Connect to Office Online

Use an existing template to create your own document.

1. Select the **Microsoft Edge** icon on the taskbar.
2. Type **www.officeonline.com** in the address bar.
3. Press **Enter**.  
*Note: When you go here for the first time, select **Sign in** to sign in with your Microsoft account. A Microsoft account can also be created through this website by selecting **My account**.*
4. Select **Word Online**.
5. Scroll to the bottom of the page.
6. Select **See more templates** at the bottom of the screen.
7. Select the **Menu** icon at the upper left corner of the web page to open the services menu.
8. Select **PowerPoint Online**.
9. Select the **Menu** icon at the upper left corner of the web page to open the services menu.
10. Select **Excel Online**.
11. Note that each time an Office universal app is opened, a new web instance of that app is created.

## Open OneNote Online and tour the app

Navigate from Word Online to OneNote Online, and create or edit a notebook.

1. Select the **Microsoft Edge** icon from the taskbar.
2. Type **www.officeonline.com** in the address bar, and press **Enter**.
3. Select **OneNote Online**.
4. Select a notebook.
5. Select the **Home** tab.
6. Take a look at the **Home** tab and notice it's similar to the Home tab in other Office universal apps.
7. The **+ Section** tab allows you to add a new page section.
8. The **+Page** tab allows you to add a new page.
9. Notice the **OPEN IN ONENOTE** button. This is how you might open the notebook in your desktop version of OneNote.

## Create an Excel spreadsheet in Office Online

From OneNote Online, open Excel to create a new budget spreadsheet for your kitchen remodel.

1. In your open OneNote notebook, select the menu icon in the upper left corner.
2. Select **Excel Online**.
3. Select **See more templates** at the bottom of the window.
4. Under **BROWSE BY CATEGORY**, select **Financial Management**, and then select **Expense journal**.
5. Select **Open in Excel Online**, and select **Continue**.
6. Notice the name of the file at the top.
7. Select the **title**, and type **Kitchen budget**.
8. Select cell **C:10**, and type **Labor**.
9. Select cell **E:10**, and type **4000.00**.

10. Select cell **C:11**, and type **Appliances**.
11. Select cell **E:11**, and type **5200.00**.
12. Press and hold cell **C:10**.
13. Drag the lower right handle until cells **C:10-E:11** are selected.
14. On the **Insert** menu, select **Pie**, and then select the type you'd like the data to be displayed in.

## Share a folder using OneDrive.com

Share an Office Online file with someone via OneDrive.

1. In the **Kitchen budget** file, select **Share** in the upper right corner of the window.
2. Add an email address for the person you want to share the file with.
3. You can share with people so they can view the file, even if they don't have an account with OneDrive.
4. Select **Share**.
5. Select **Close**.
6. Select **Sign out**.

## Additional resources

- Check out [microsoftstore.com](http://microsoftstore.com) to find information about new devices and software.
- Check out [windows.com](http://windows.com) to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at [windows.com/microsoftaccount](http://windows.com/microsoftaccount).
- Choose the right device for you at [windows.com/newpc](http://windows.com/newpc). Answer a few quick questions and find a device that best suits your needs.
- Learn more about security in Windows 10 at [windows.com/security](http://windows.com/security).
- Visit the Microsoft Store online at [microsoftstore.com](http://microsoftstore.com) to check out the latest products or find your nearest neighborhood Microsoft Store.
- Use the Help+Tips app in the Windows Store to learn the basics of Windows 10.
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from [windows.com/compatibility](http://windows.com/compatibility).
- Visit the Holland America Line blog for news and updates about Holland America. [hollandamericablog.com](http://hollandamericablog.com).
- Visit [support.microsoft.com](http://support.microsoft.com) for help with Windows 10 or other Microsoft products.