

# Excel Online

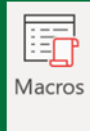
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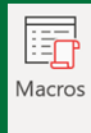
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## Contents

1	About Excel Online .....	3
2	Key Features of Excel Online .....	3
3	To Keep In Mind .....	4

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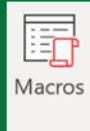


## 1 About Excel Online

1. Excel Online is the web-based version of Microsoft Excel, part of the Microsoft Office Online suite of applications.
2. It allows users to create, edit, and collaborate on Excel spreadsheets using a web browser.
3. Excel Online is a cloud-based service that is accessible through a web browser, such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Safari.

## 2 Key Features of Excel Online

1. **Online Access:** Users can access Excel Online directly through a web browser without the need for local installation. This makes it convenient for users who want to work on Excel files from different devices.
2. **Collaboration:** Excel Online supports real-time collaboration, allowing multiple users to work on the same spreadsheet simultaneously. Changes made by one user are immediately visible to others.
3. **AutoSave:** Changes made in Excel Online are automatically saved to the cloud, reducing the risk of data loss. Users can access the most recent version of their spreadsheet from any device.
4. **Basic Excel Functionality:** Excel Online provides many of the core features of the desktop version of Excel, including the ability to create and edit worksheets, use formulas and functions, format cells, and create charts.
5. **Integration with OneDrive:** Excel Online is tightly integrated with Microsoft OneDrive, the cloud storage service. Users can save their Excel files directly to OneDrive and easily share them with others.
6. **Compatibility with Desktop Excel:** Excel Online files are compatible with the desktop version of Excel, allowing users to switch between online and offline work seamlessly.
7. **Access to Templates:** Excel Online provides access to a variety of templates for common spreadsheet tasks, making it easy for users to start with a pre-designed layout.



8. **Excel Add-ins:** Some Excel add-ins are available in Excel Online, providing additional functionality and features.

### 3 To Keep In Mind

1. While Excel Online is a powerful tool for basic spreadsheet tasks and collaboration, it may not have all the advanced features available in the desktop version of Excel.
2. For more complex data analysis, users may choose to switch to the desktop version when needed.

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