# OneDrive for Business

Online Apps

Contents

Online apps…

You can create and edit Word, Excel, PowerPoint and OneNote files from OneDrive using the online apps. The apps are scaled down versions of the full desktop applications – but with plenty of features to let you work from anywhere on almost any device.

A key benefit of the apps is that you can work on your files from any device – even if it doesn't have the full version of the application on it.

To create a file

1. Click **New**
2. Select the app you want to use
3. A new file will be created, ready for you to start work – with a temporary name e.g. Document or Book
4. Enter and edit your file as required – you don't need to save when working in an online app, your file will be saved automatically
5. When finished, either close the tab or hit the back button to go back to OneDrive
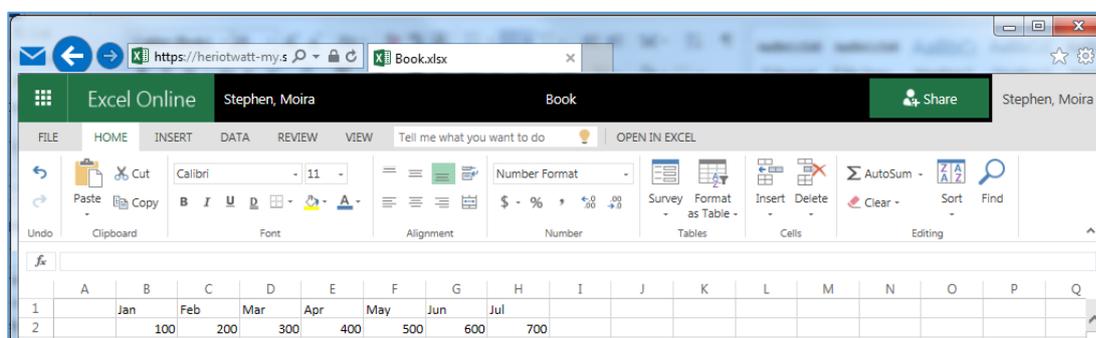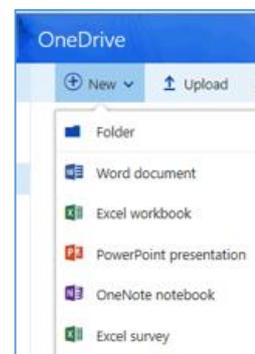
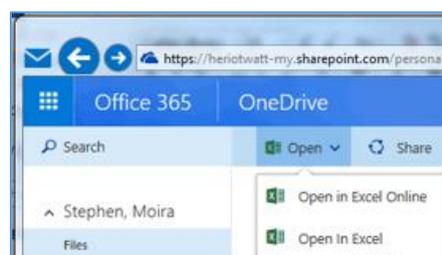- Back in OneDrive you might want to **Rename** your file to something more meaningful
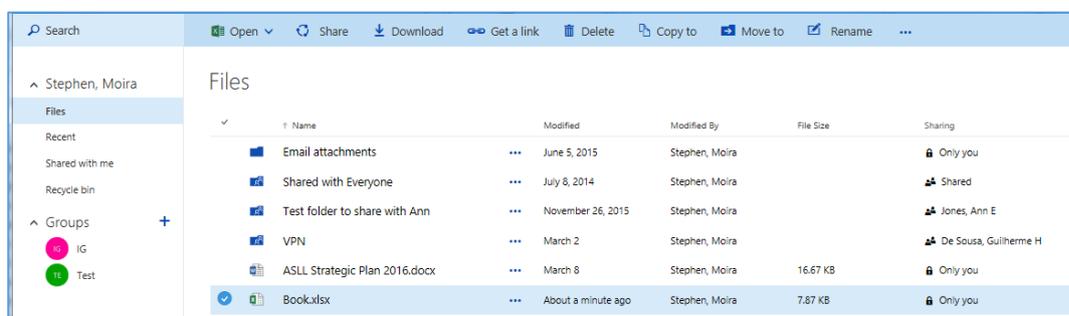
To edit an existing file

- Click on the file name – this will open the fill in the online app

  Or

1. Select the file
2. Choose the option required form the Open options – if you have the full desktop version of the application on your device you can open the file in it if you prefer

When editing using an online app

- changes are saved automatically
- you have access to a more limited range of features to the full desktop application
- to close your file close the tab that it is on

Differences you might notice

When working in the online apps, you might notice some of the following…

Word Online

- When you are editing a document in Word Online you might see notifications that others are working in the document too.
- There is no special co-authoring mode and no command to begin working together on a document.
- You edit in Word Online as you normally would, and if others are also editing the document, Word Online alerts you to their presence, and shows you the paragraph they're working on.

- People can be working in Word Online, Word 2010 or later, or Word for Mac 2011.
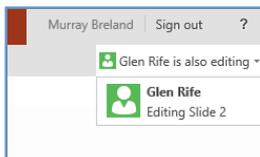
Excel Online

- If you make your workbook available for others to edit, your colleagues can work on the workbook at the same time as you.
- This works well for workbooks where you are collecting information from a group of people, such as a list of information or a group project. No more e-mailing a list around.
- While you are editing the workbook, Excel Online shows you where others are also working on the workbook.
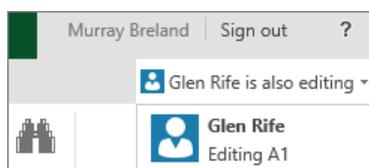
- ***Everyone works in Excel Online***
  If someone opens the workbook in the Excel desktop application, the workbook can't be edited in Excel Online until it's closed in Excel desktop.
- Because Excel Online automatically saves everyone's changes, the Undo and Redo commands might not work in the way you might expect.
- ***Beware when sorting and filtering***. When one person changes the sort order or filters data, the view changes for everyone who is editing the workbook. So be mindful of sorting and filtering while others are in the workbook.

PowerPoint Online

- You can work together on team presentations in PowerPoint Online.
- When more than one person is editing a presentation at the same time, you will see their names in top of the PowerPoint Online window

- You and your colleagues will see each other's changes immediately, and PowerPoint Online saves the presentation automatically.
- People can be working in PowerPoint Online, PowerPoint 2010 or later, or PowerPoint for Mac 2011. ***However, for best results*** we recommend that everyone be working
  in either
  PowerPoint Online (where changes are saved automatically)
  or
 PowerPoint desktop applications (where everyone saves the presentation periodically)

OneNote Online

- If you make your notebook available for other people to edit, your colleagues can work on the notebook at the same time as you.
- This works well for notebooks where you are collecting information from a group of people, such as a brainstorming session or a group project.
- The notebook functions like a wiki where everyone contributes. You can see who did what, and you can revert a page back to a previous version if necessary.
- If you or other people have OneNote 2010 or later, you can work in the OneNote desktop and mobile applications while other people are working on the same notebook in OneNote Online.
- You can share the notebook in OneDrive, just like Excel, Word, and PowerPoint documents, but you can also share the notebook in OneNote 2010 or later.
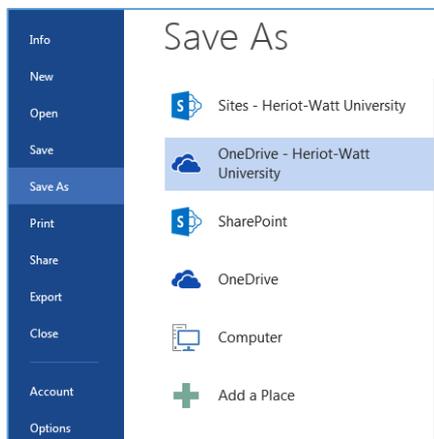

To share a file in OneNote

1. Click the **File** tab
2. On the **Info** tab, click **Invite people to this notebook**, under the name of the notebook
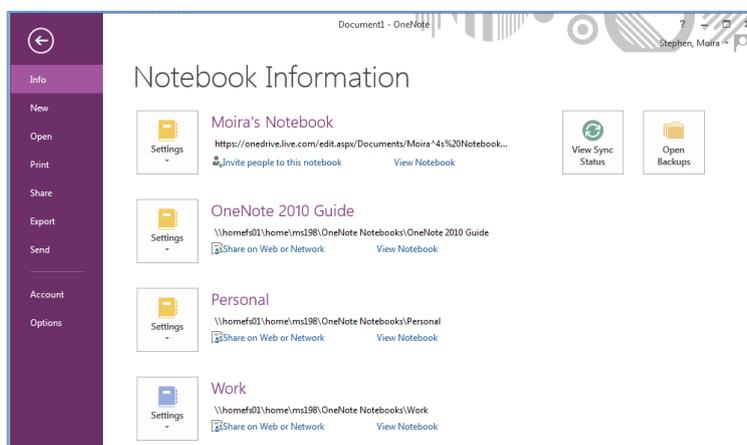
Desktop applications

When you're opening or saving an Office file from your Heriot-Watt University desktop you will be presented with several locations e.g.: -

1. You can save directly to your **OneDrive – Heriot-Watt University** in the same way as you can save to any other location
2. Choose **OneDrive – Heriot-Watt University**
3. Select the folder from the recently used folders list, or click Browse
4. Give your file a name
5. Click **Save**

Other OneDrive User Guides

- OneDrive for Business: Getting Started User Guide
- OneDrive for Business: Syncing with PC/laptop