



University
of Idaho

Tips and Tricks for Microsoft Word, Excel, and OneDrive

Jylisa Doney

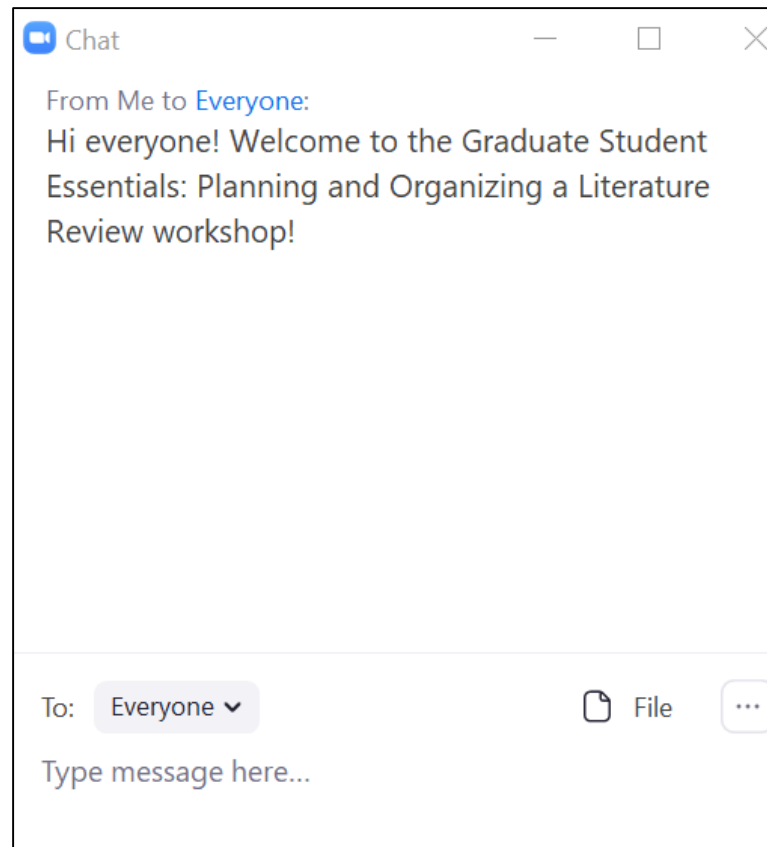
Librarian for CLASS (Social Sciences)
jylisadoney@uidaho.edu

What we're covering today

- OneDrive
- Microsoft Word
- Microsoft Excel

Questions during the session?

Type them in the Zoom chat box!



OneDrive: Purpose, storage, and syncing

- Document storage, creation, and sharing
- U of I provides 5 terabytes of storage
 - 1 terabyte \approx
 - 85,000 Word documents
 - 200,000 songs
 - 310 pictures

OneDrive: Purpose, storage, and syncing

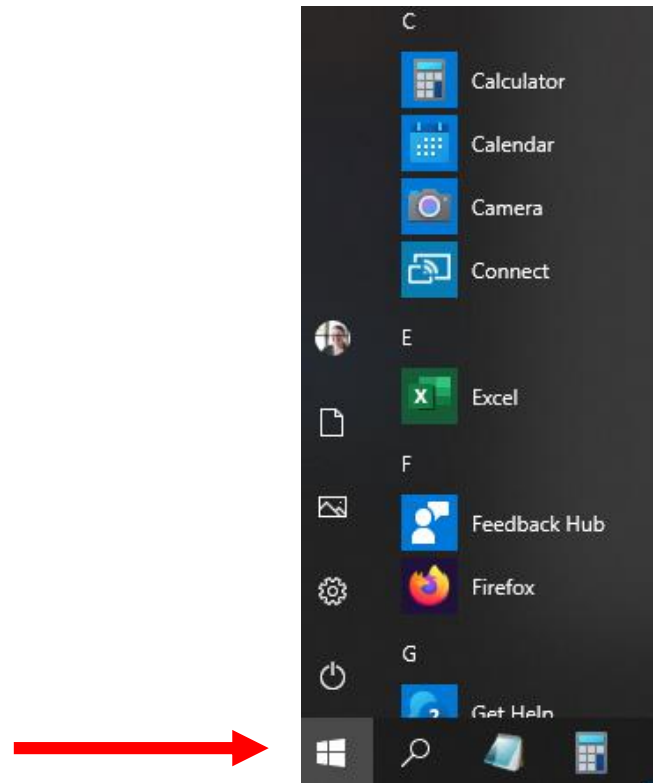
Steps to check storage capacity

1. Log-in to OneDrive:
<https://onedrive.uidaho.edu>
2. Click “gear icon” (Settings)
3. Click “OneDrive settings”
4. Click “More Settings”
5. Click “Storage Metrics”
6. Review storage capacity

OneDrive: Purpose, storage, and syncing

Sync OneDrive items to computer (Windows 10)

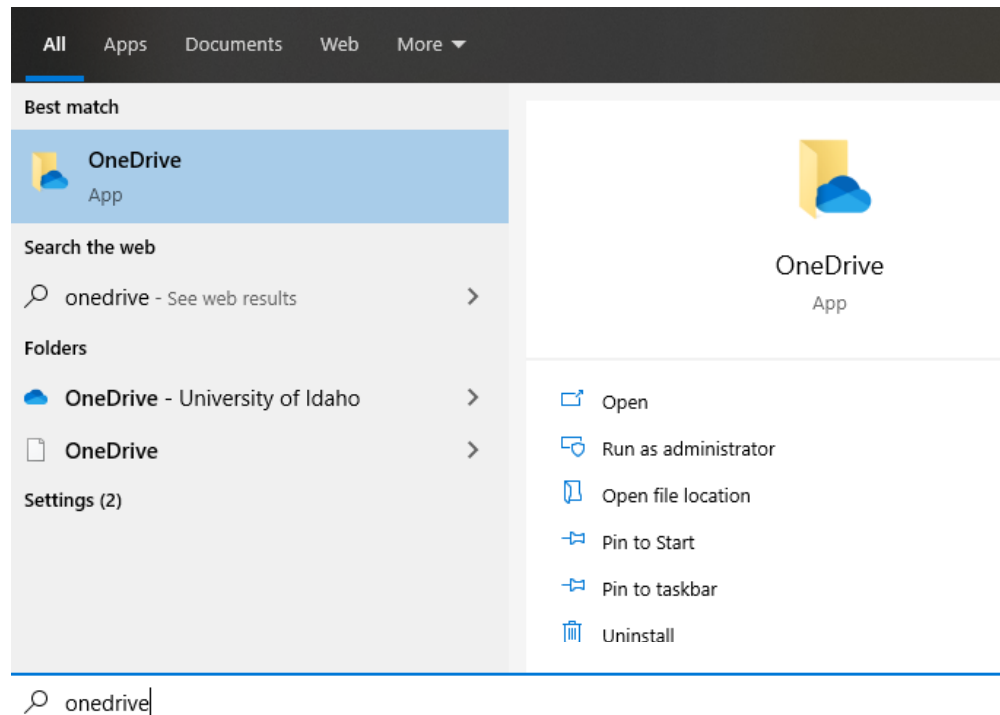
1. Click “Start” or the “magnifying glass” icon



OneDrive: Purpose, storage, and syncing

Sync OneDrive items to computer (Windows 10)

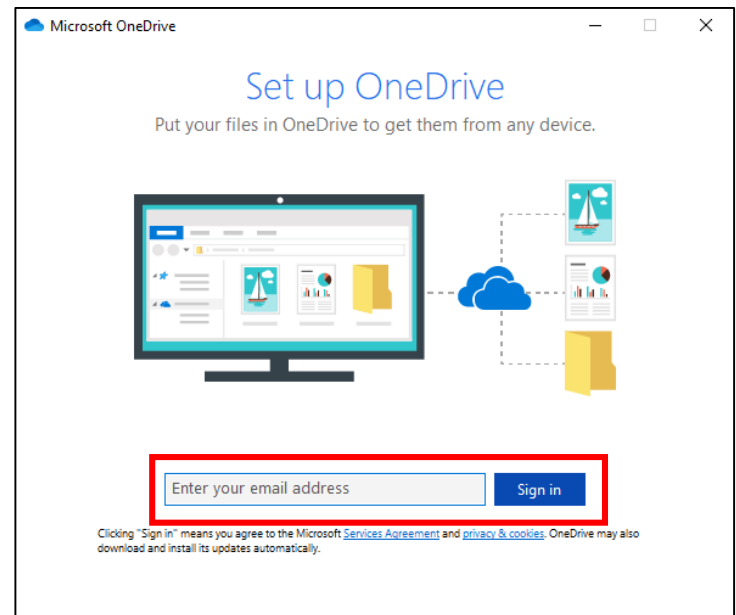
1. Click “Start” or the “magnifying glass” icon
2. Type “OneDrive” and select the “OneDrive App”



OneDrive: Purpose, storage, and syncing

Sync OneDrive items to computer (Windows 10)

1. Click “Start” or the “magnifying glass” icon
2. Type “OneDrive” and select the “OneDrive App”
3. Sign-in to your OneDrive account (use your U of I email and password)



OneDrive: Purpose, storage, and syncing

Sync OneDrive items to computer (Windows 10)

1. Click “Start” or the “magnifying glass” icon
2. Type “OneDrive” and select the “OneDrive App”
3. Sign-in to your OneDrive account (use your U of I email and password)
4. Finish setting up the OneDrive App

OneDrive: Purpose, storage, and syncing

Sync OneDrive items to computer (Windows 10)

1. Click “Start” or the “magnifying glass” icon
2. Type “OneDrive” and select the “OneDrive App”
3. Sign-in to your OneDrive account (use your U of I email and password)
4. Finish setting up the OneDrive App
5. Locate synced folders/files in File Explorer

OneDrive: Purpose, storage, and syncing

Pause OneDrive syncing (Windows 10)

1. Click the “OneDrive cloud icon” in the notification area
2. Click “Help & Settings”
3. Click “Pause syncing”
4. Choose 2, 8, or 24 hours
5. Check that the OneDrive cloud icon has a “pause” icon

OneDrive: Purpose, storage, and syncing

Manually resume OneDrive syncing (Windows 10)

1. Click the “OneDrive cloud icon” in the notification area
2. Click the “Pause” icon at the top -- OR
3. Click “Help & Settings”
4. Click “Resume syncing”

OneDrive: Purpose, storage, and syncing

Turn off OneDrive syncing (Windows 10)

1. Click the “OneDrive cloud icon” in the notification area
2. Click “Help & Settings”
3. Click “Settings”
4. Navigate to the “Account” tab
5. Click “Unlink this PC”
6. Click “Unlink account”

Graduating or leaving the U of I?

- Access to U of I accounts expires shortly after leaving the University
- Email
 - Students can migrate to an **@*alumni.uidaho.edu*** account
- OneDrive
 - Back-up your folders/files **prior to** leaving OR migrating to @alumni account

Microsoft Word

- Using section breaks to control headers/footers
- Dictating a document
- Translating a document
- Comparing and combining documents
- Restricting editing
- Using the “File” menu options

Microsoft Excel

- Freezing panes
- Sorting and filtering data
- Viewing and inserting functions
- Applying conditional formatting and formatting data as a table
- Adding data validation
- Inserting charts and creating PivotTables
- Using the “File” menu options



Graduate Student Essentials

October 13: Organizing your Research and Data Management

October 20: Creating a Research Poster