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!

From Me to Everyone:
Hi everyone! Welcome to the Graduate Student Essentials: Planning and Organizing a Literature Review workshop!
OneDrive: Purpose, storage, and syncing

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

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”
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
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
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
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
  o Students can migrate to an @alumni.uidaho.edu account

• OneDrive
  o 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