

Microsoft Excel

Excel is a spreadsheet software offered by Microsoft.



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How to get Excel



Signing in

Regardless of how you use it, sign in to Excel and other Microsoft cloud services as [userID@metropolia.fi](#) (not [firstname.lastname@metropolia.fi](#)). Read more about the [different forms of username](#) and how to sign in to [cloud services](#).

Use directly in your browser

- You can access your files stored in Excel directly from your web browser at <https://office.live.com/start/Excel.aspx>
- Log in with your Metropolia username in the form [userID@metropolia.fi](#) (see also the more detailed instructions for [logging in to the cloud](#)).

Use the Windows application

- Access Excel on a Windows computer managed by Metropolia or on your own computer.
- On computers managed by Metropolia, such as workstations, Microsoft Office desktop software is pre-installed. If necessary, you can change the version of the desktop software using [the help](#).

Use the Mac app

- Metropolia Mac digi spaces: See [Facilities](#) Choose a location Computers subheading.
- On Metropolia staff Mac computers, the application is pre-installed.
- For your own computer, download and install the Onedrive application using [the help](#).

Use the mobile app

- Download the Microsoft Excel mobile app from your phone's app store.

Targets of use

- spread sheets
- budgeting
- listings

[Suomeksi/In Finnish.](#)

Terms of Service

The application belongs to the authorized work and study tools in Metropolia.

Metropolia students and staff members use the service with their Metropolia accounts. [Links to guides.](#)

User support is provided by the Metropolia IT Services [Helpdesk](#). The user is responsible for backing up the files they store in cloud services. More information: [Saving Files](#)

[Terms of Service](#) of Metropolia cloud services must be applied by each user.

[Secure use of cloud services](#).