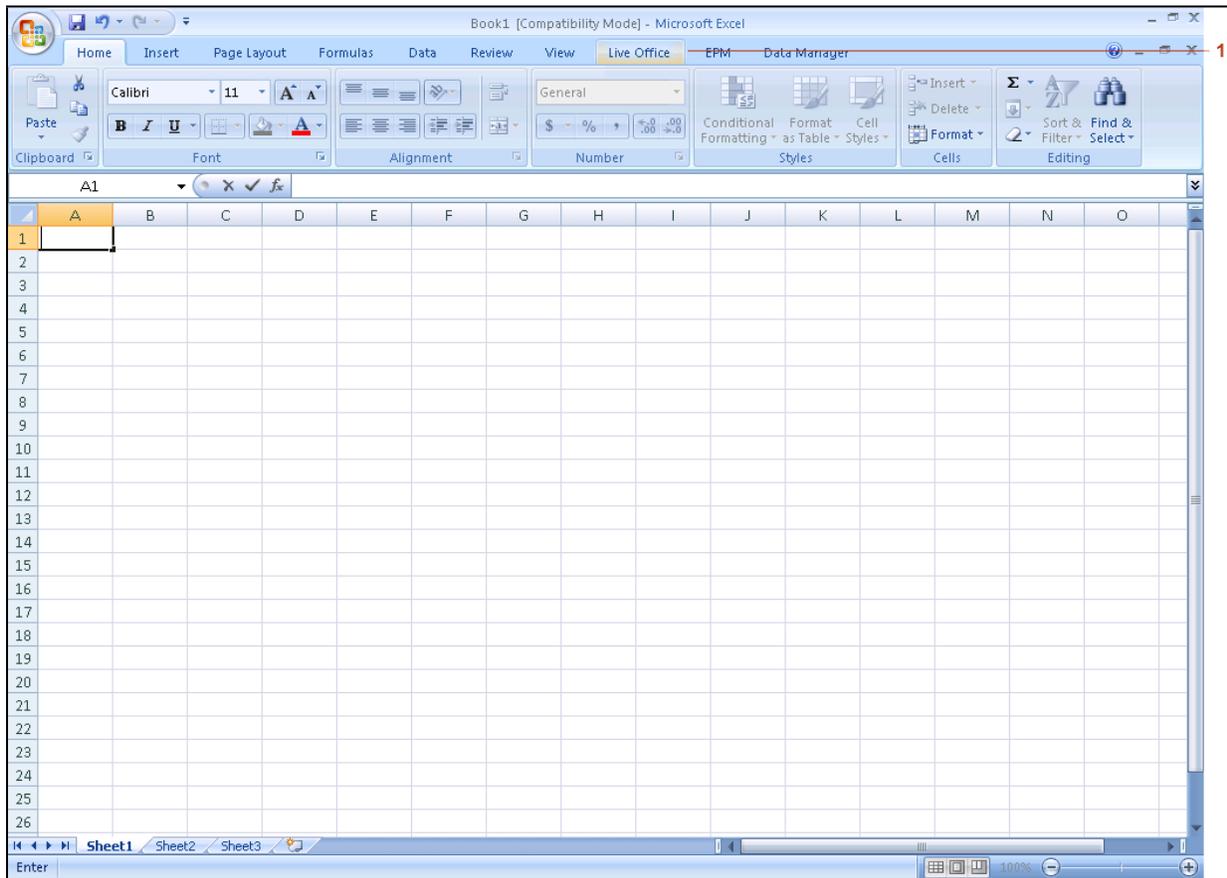


Procedure

Microsoft Excel - Book1 [Compatibility Mode]



1. Click **Live Office**.



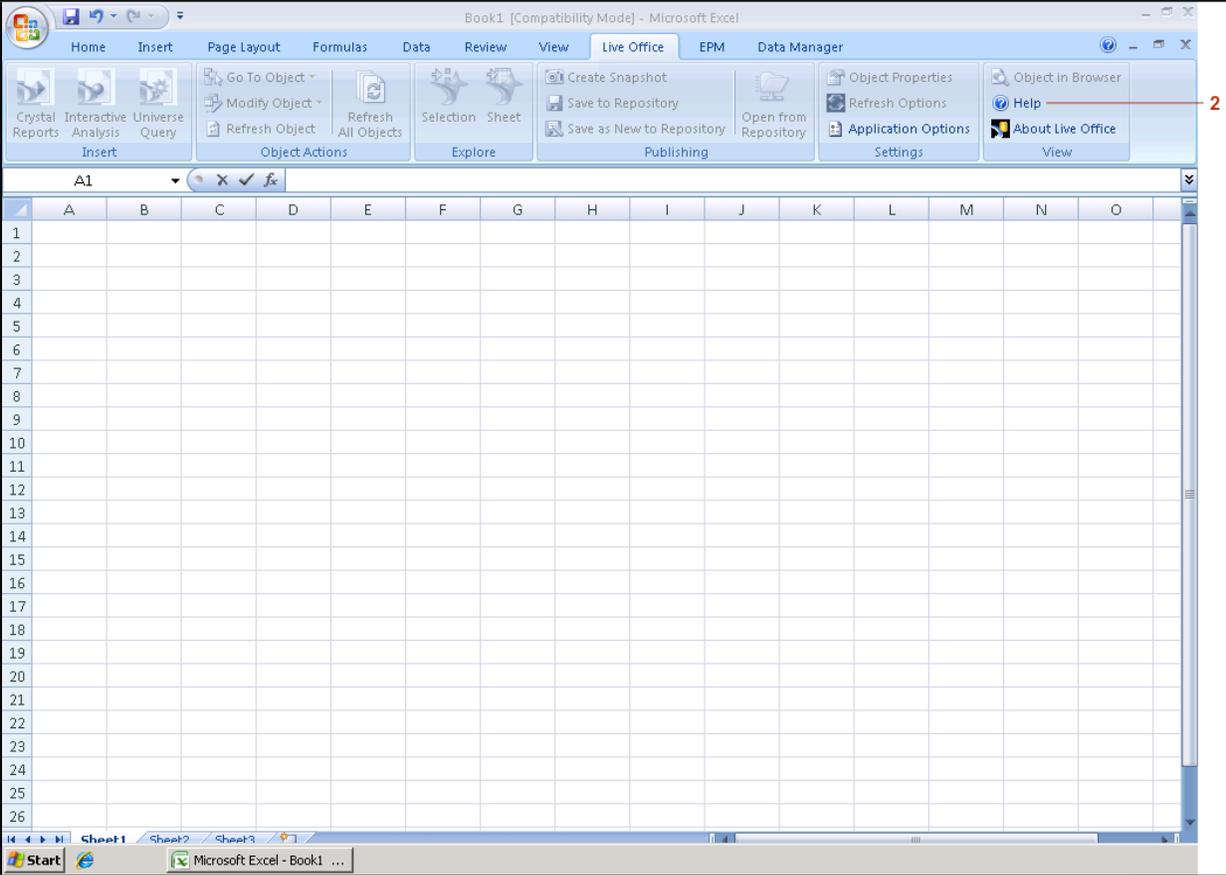
Access and navigate through the online help.

Perform the following steps:

- Select the Live Office tab.
- Select Help.
- Search for the word "saving".
- Select List topic.
- Display the first selection from the search.

Evaluation: Get Started with Live Office

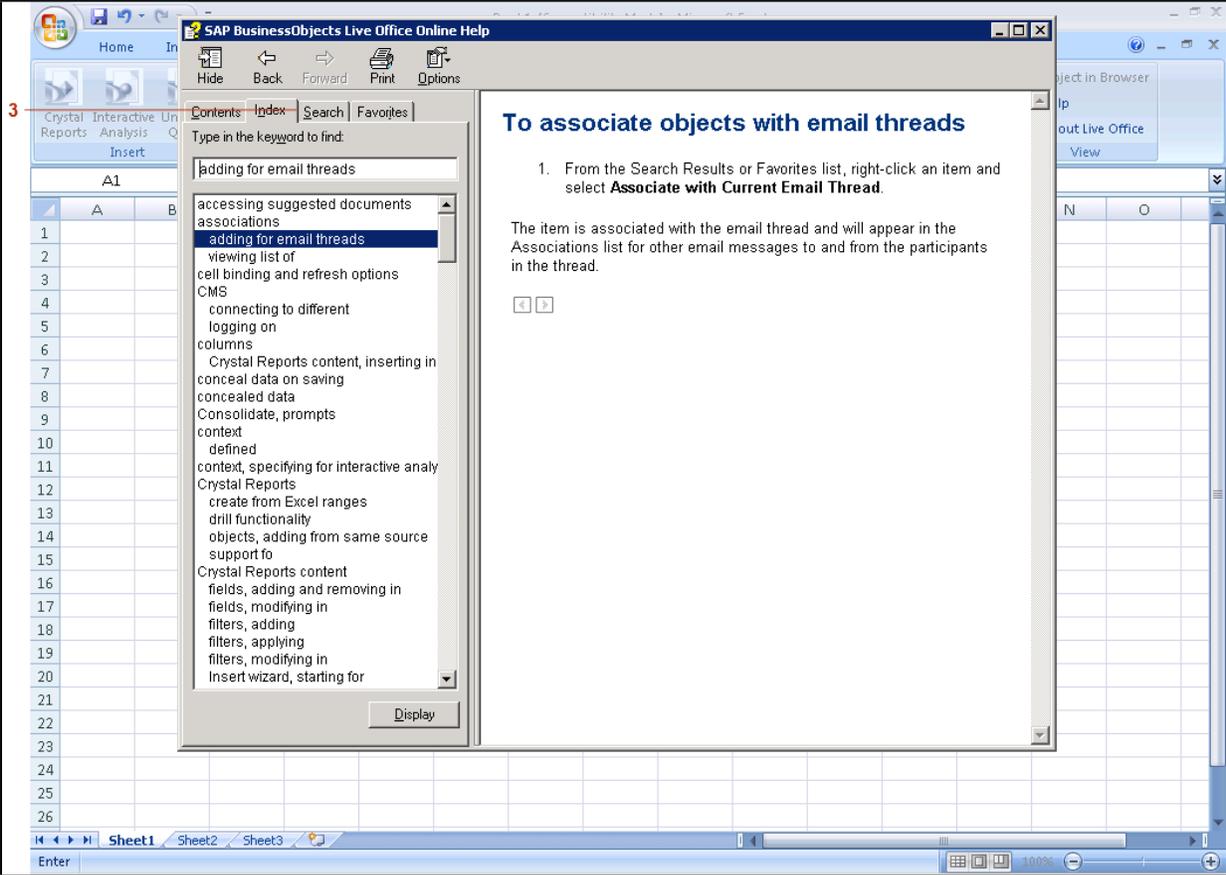
Microsoft Excel - Book1 [Compatibility Mode]



2. Click [Help](#).

Evaluation: Get Started with Live Office

SAP BusinessObjects Live Office Online Help



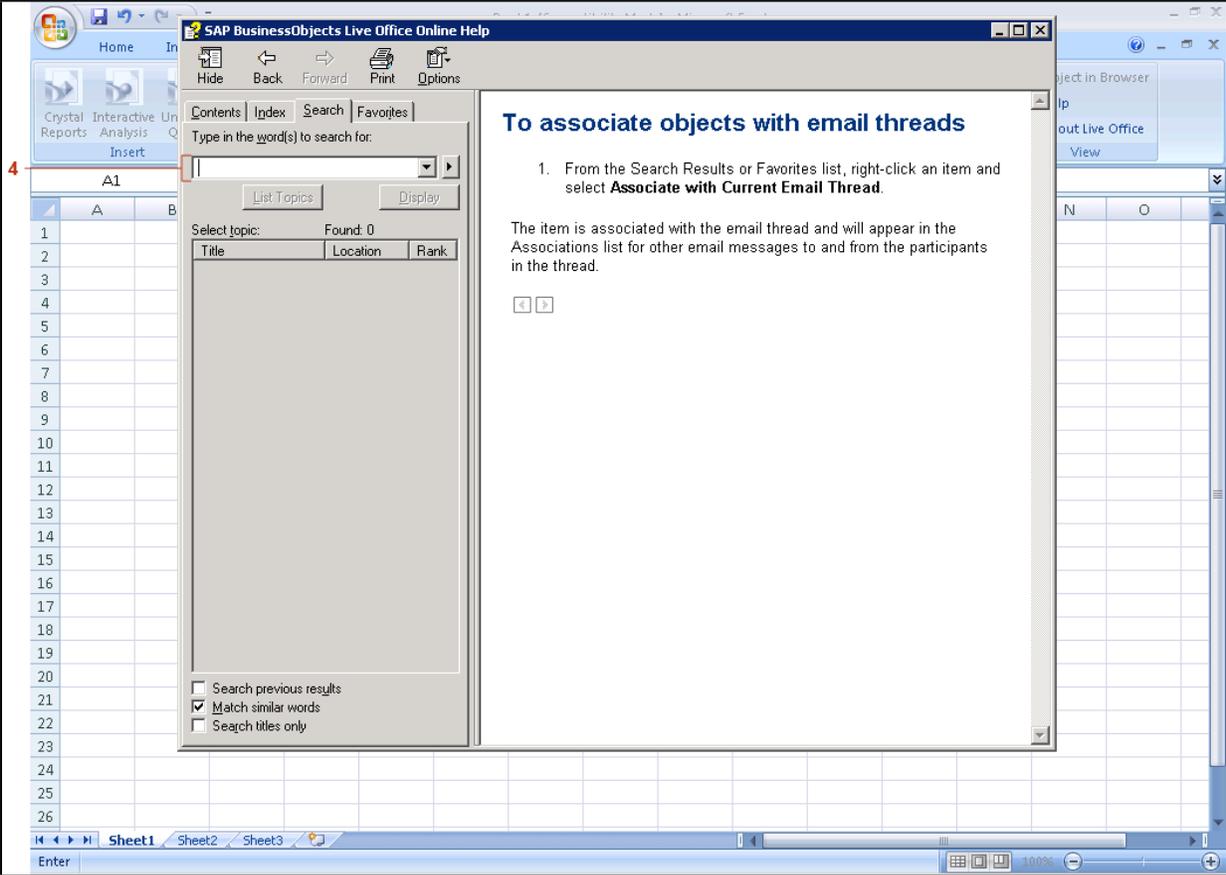
3. Click **Search**.



Use the Search tab to search for articles based on keywords.

Evaluation: Get Started with Live Office

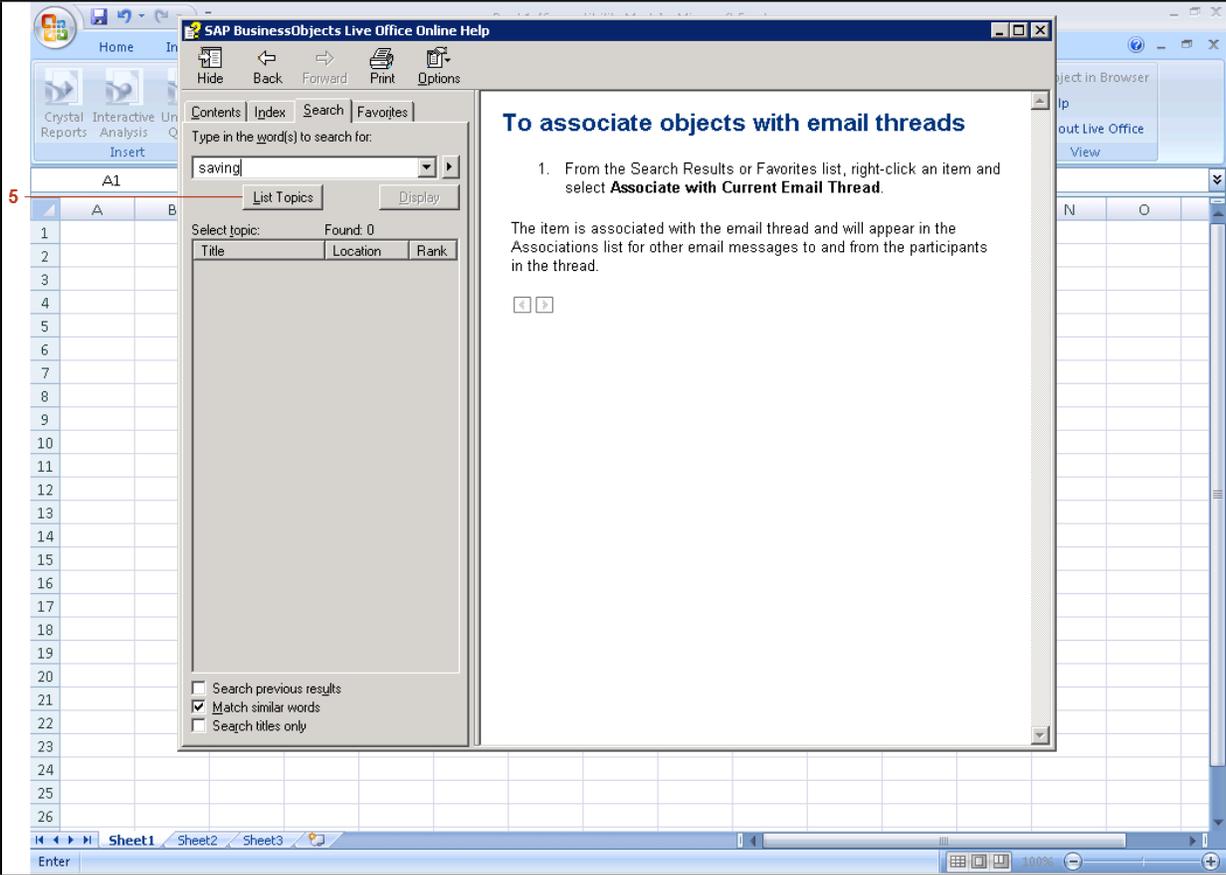
SAP BusinessObjects Live Office Online Help



4. As required, complete/review the following fields:

Field	Description
Type in the word(s) to search for:	<p>Example: saving</p>

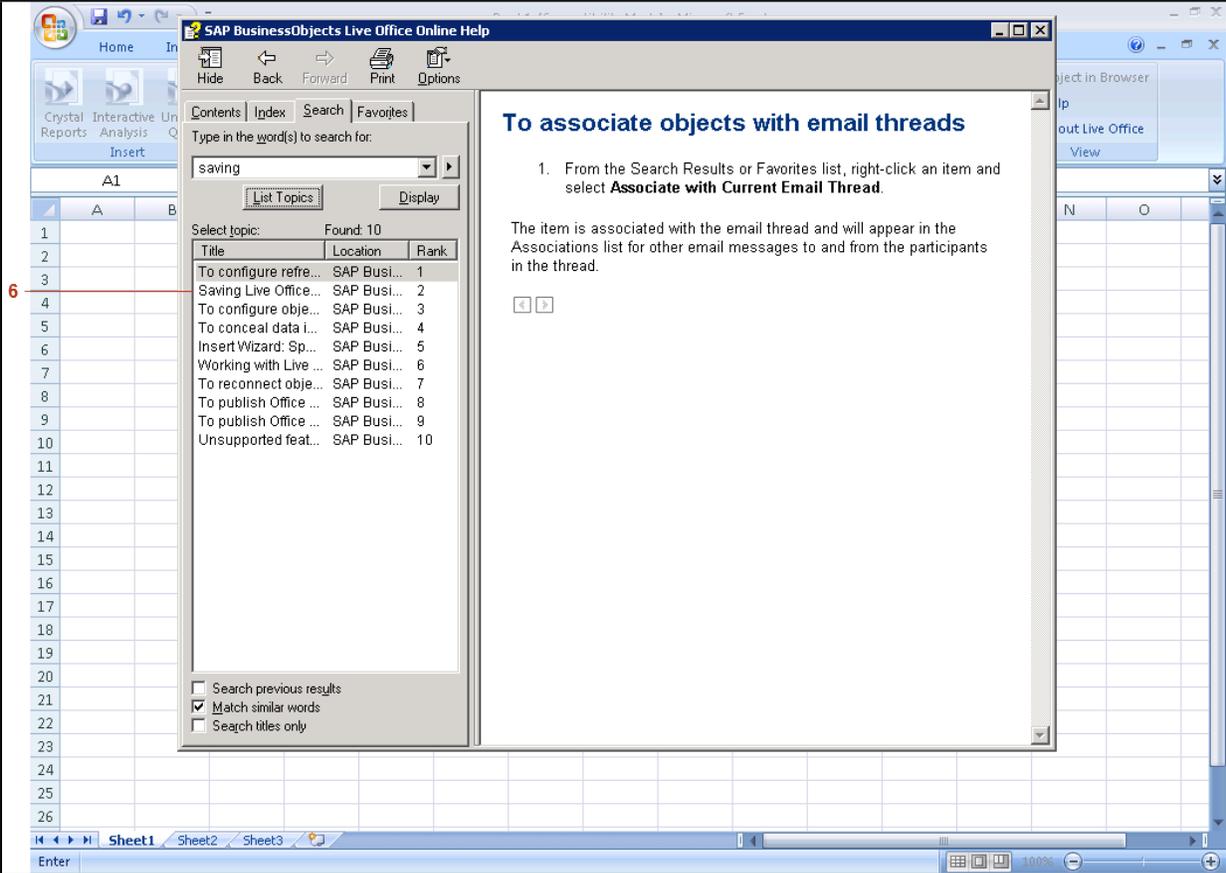
SAP BusinessObjects Live Office Online Help



5. Click **List Topics**.

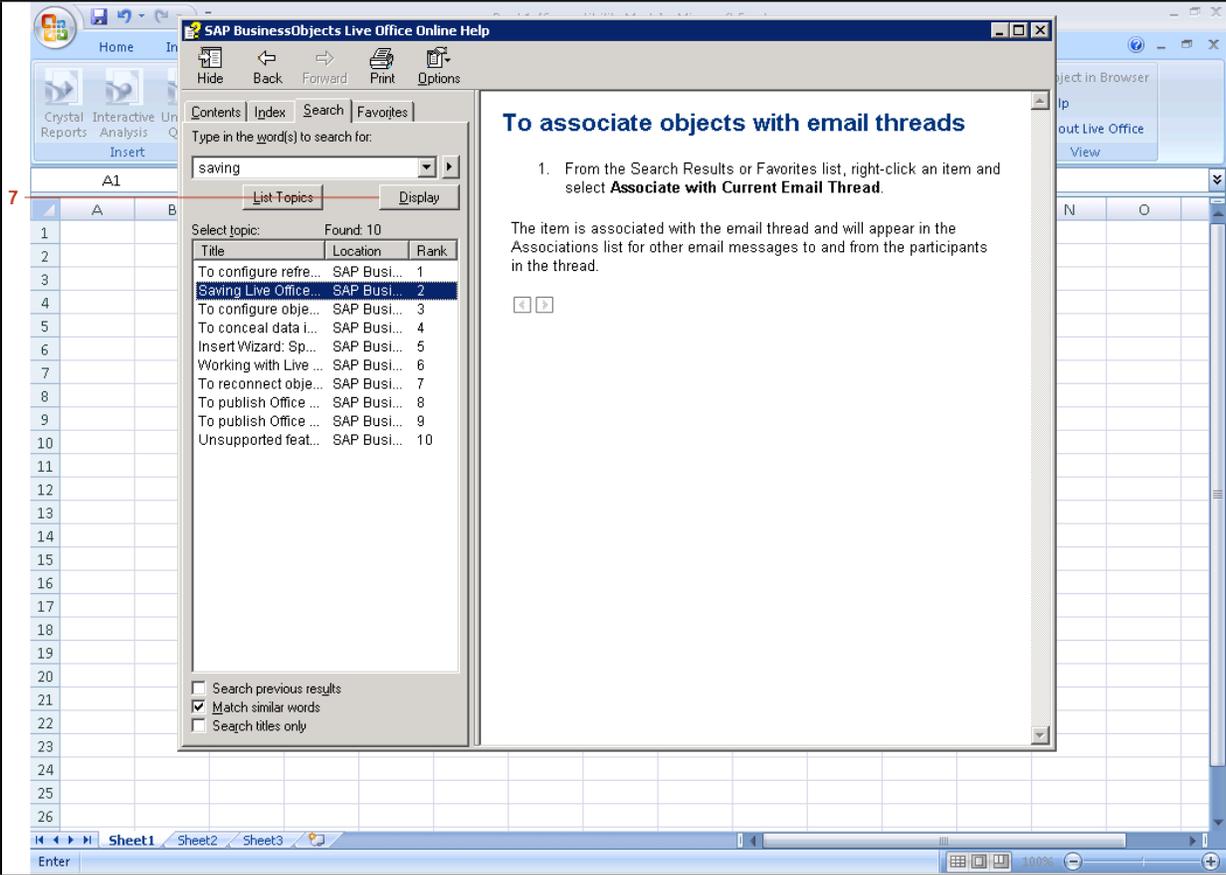
Evaluation: Get Started with Live Office

SAP BusinessObjects Live Office Online Help



6. Click **Saving Live Office data locally**.

SAP BusinessObjects Live Office Online Help



7. Click **Display**.