



**Zoho Corporation**

Z O H O

# Create files using Zoho Office Suite

*Zoho Office Suite* is a combination of three powerful online editors that lets you create, edit, and share documents, spreadsheets, and presentations. It comes with the flexibility of collaborating anytime, from anywhere, and is integrated with *Zoho WorkDrive*, which provides a unified storage space for all your Office Suite files.

Zoho WorkDrive also accommodates documents from other office suites, like MS Word, Excel, and Google Docs, making it easier for you to work on just about any type of file.

 **Note:** Storage for Writer, Sheet, and Show files in WorkDrive is free.

Here's an overview of what our online editors can do:

## Zoho Writer

Record your thoughts with our word editor. *Zoho Writer* gives you plenty of space to write and review documents from anywhere at any time. Collaborating on documents is made easy with a set of features that include: real-time editing and chat, live cursors, interactive commenting, and check in/check out options. Use digital signatures to endorse documents and post content directly to WordPress. Check out the [User Guide for Zoho Writer](#) to learn more.

## Zoho Sheet

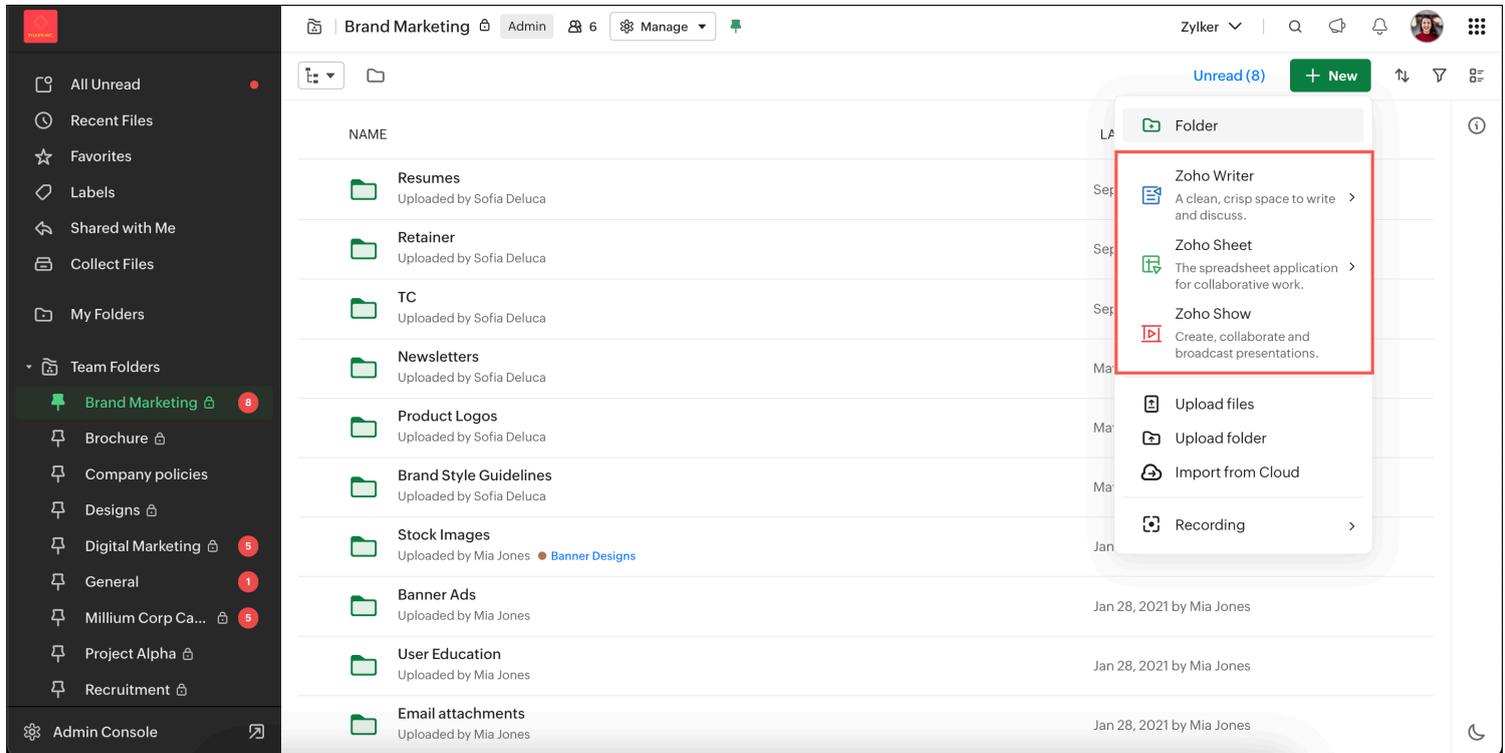
Handle large amounts of data effortlessly. *Zoho Sheet* is a spreadsheet software designed to help you organize, analyze, and visualize data in the cloud and offers a useful set of functions and formulas to make calculations easier. You can create charts and tables to make any kind of data look simple and appealing. Import or export files in the formats you choose and collaborate from anywhere. Learn how to use Zoho Sheet with the [Zoho Sheet User Guide](#).

## Zoho Show

Design slides the way you think. Create presentations and broadcast them live from any part of the globe with *Zoho Show*. Your viewers can watch and interact with you in real time. Link tweets, embed videos, and make your slides more attractive by choosing from a variety of animation and transition effects. Check out the [Zoho Show User Guide](#) to learn more.

## Create a new file

1. Navigate to the left pane, then click **My Folders** or a Team Folder.
2. Click **+New** button in the top menu bar.
  - To create a file, select the type of file you want to create (*Document, Spreadsheet, or Presentation*). The file will open in a new tab.
  - To create a folder, select **Folder** from the dropdown menu. Type in a name for your new folder and press Enter.



Also read: [Templates in WorkDrive](#)