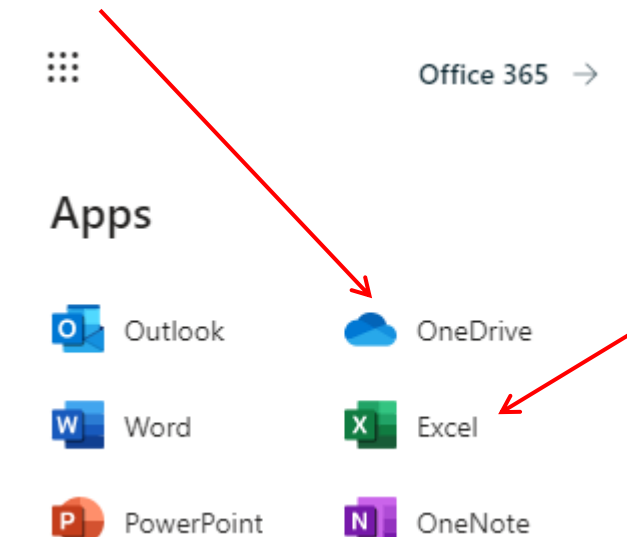


Office 365 Features

OneDrive – Your child can store up to 5TB of work into this cloud based storage area (similar to Dropbox).



The screenshot shows the Office 365 Apps menu. At the top, there is a grid icon and the text "Office 365 →". Below this, the word "Apps" is displayed. A list of applications follows: Outlook, Word, PowerPoint, OneDrive, Excel, and OneNote. Red arrows point from the text "Free versions of Word, PowerPoint & Excel are built in." to the Word, PowerPoint, and Excel icons. Another red arrow points from the text "Hints and tips –" to the OneDrive icon.

Free versions of Word, PowerPoint & Excel are built in.

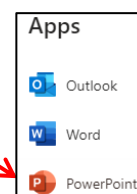
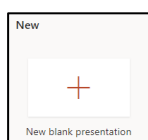
Hints and tips –

When you open a product e.g. PowerPoint the document automatically saves into OneDrive (no need to click save).

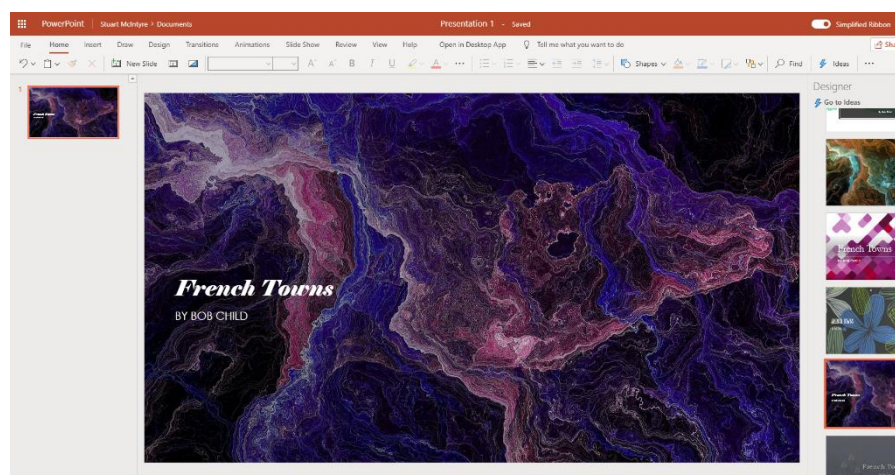
Example: if your child is asked to produce a PowerPoint on French Towns:

Step 1: Click on PowerPoint

Step 2: Click here



Step 3: Add the title & choose a design from the right hand side menu



Step 4: This PowerPoint saves into your OneDrive automatically

Step 5: to send this to your French Teacher (Miss Walsh), click on the "share" Icon next to the file name and the "Send Link" box pops up. Type the surname of the teacher, select the teachers name and then click "Send".

