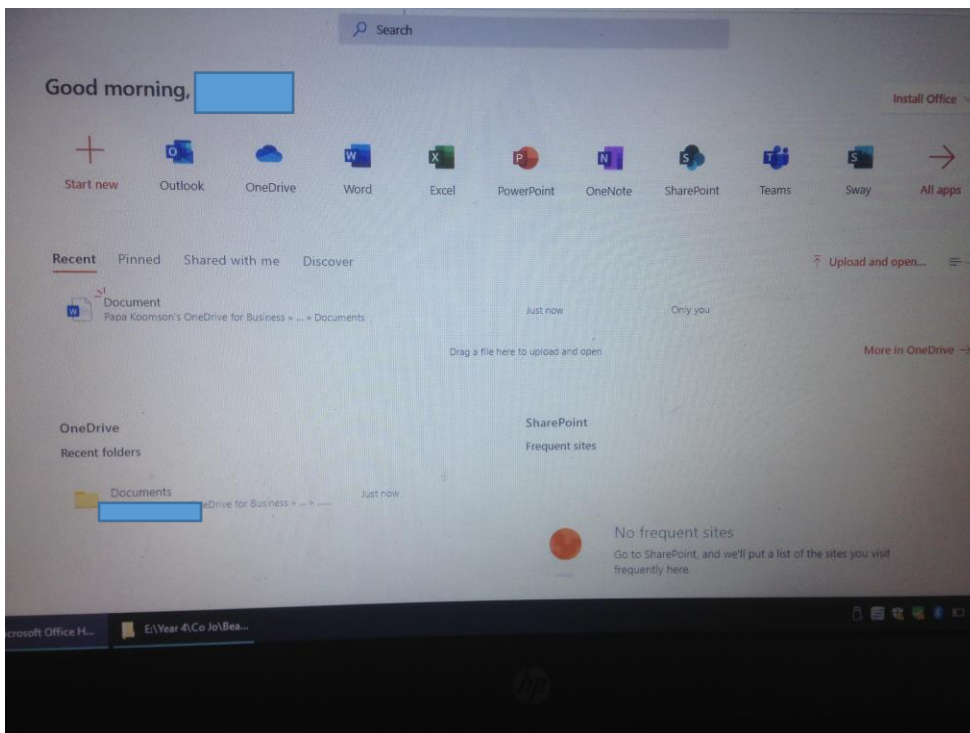
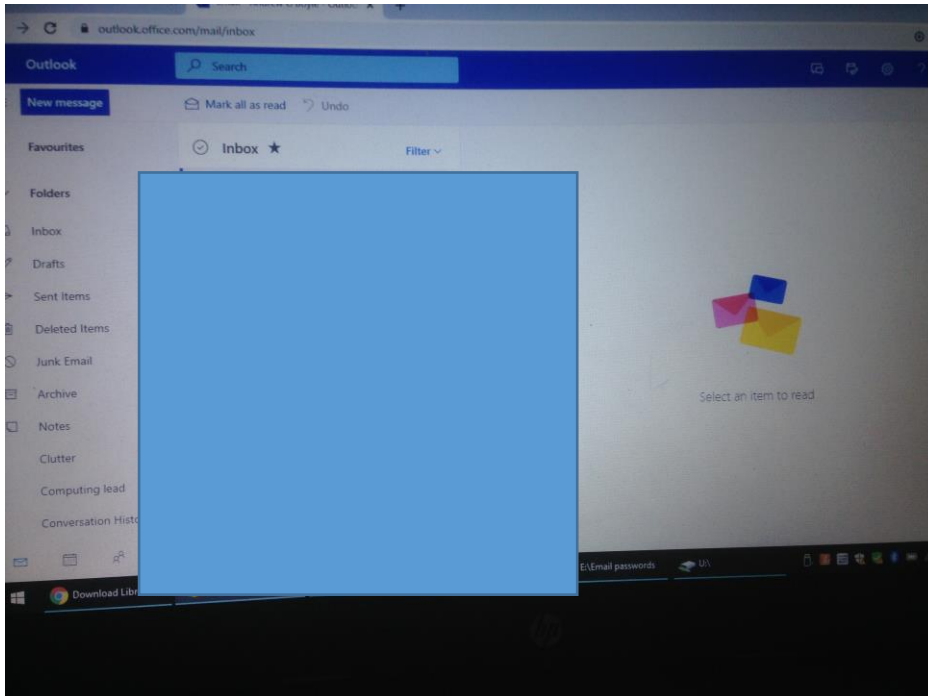


Exploring and using Microsoft Office 365.

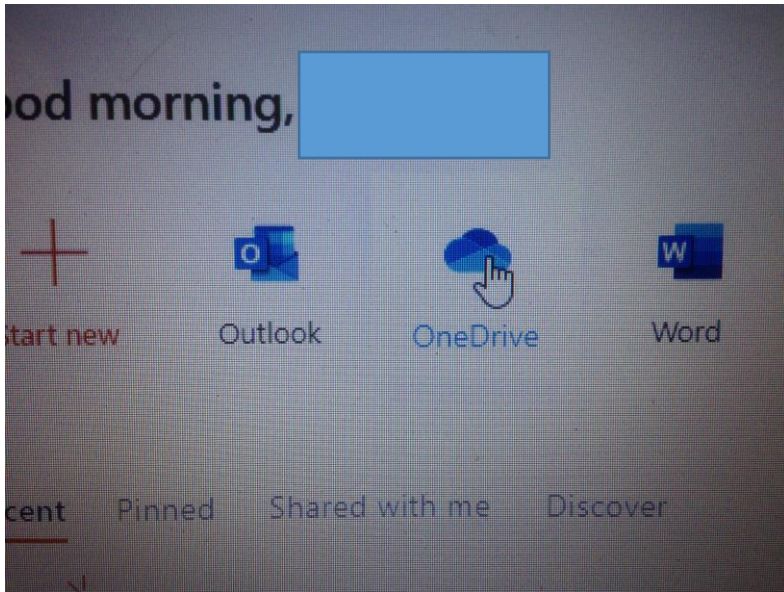
This is your Apps Page. It shows you everything you can use. We will only concentrate on Outlook – OneDrive – Word – Excel – Powerpoint. Please feel free to explore the rest.



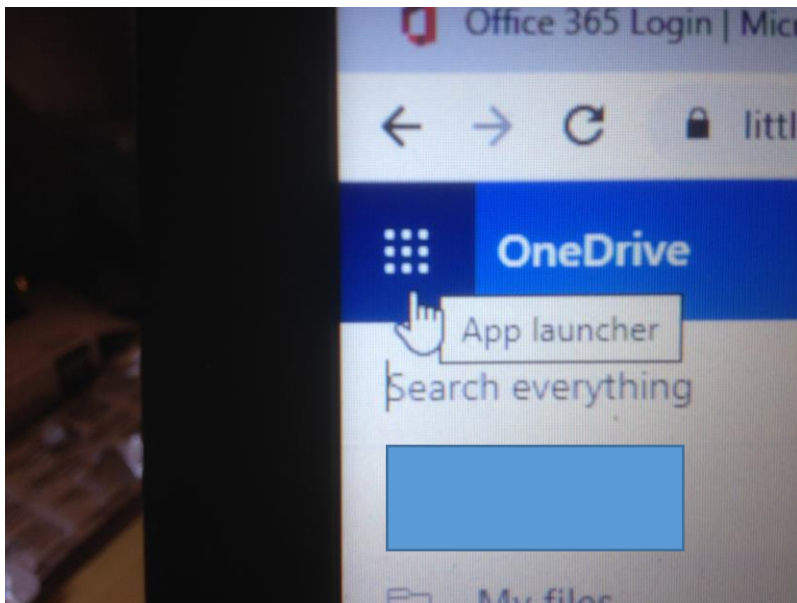
Outlook is your email page where you can receive and send your emails.



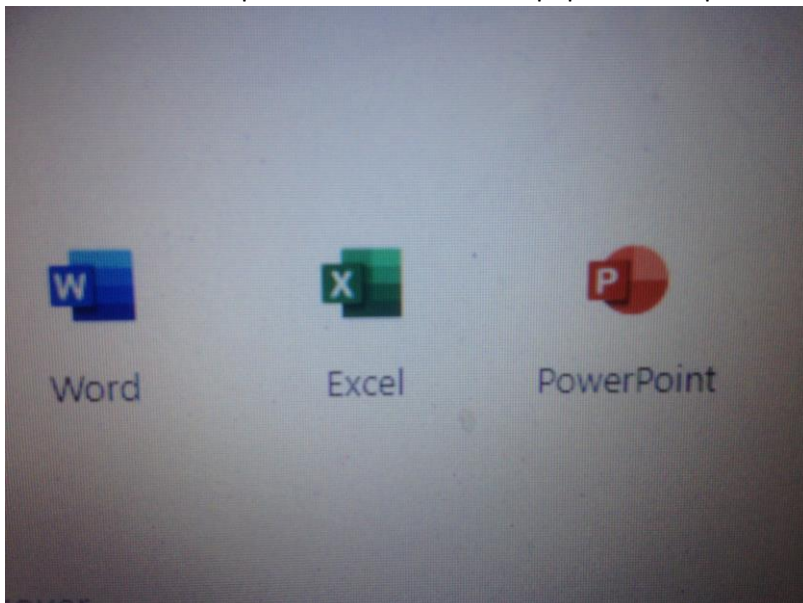
OneDrive is your storage area for shared files. Files that are too big to attach to an email will be stored here. PowerPoints and videos for instance.



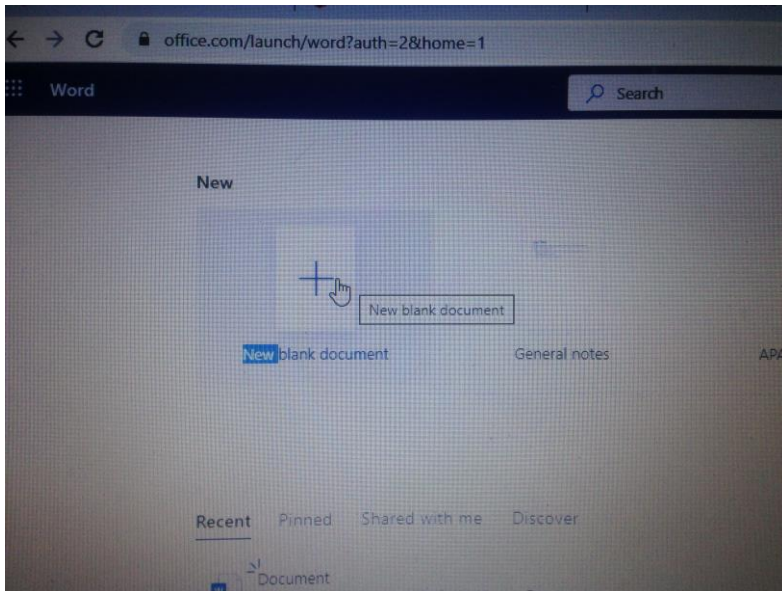
To get back to your Apps page click here and follow the arrow.



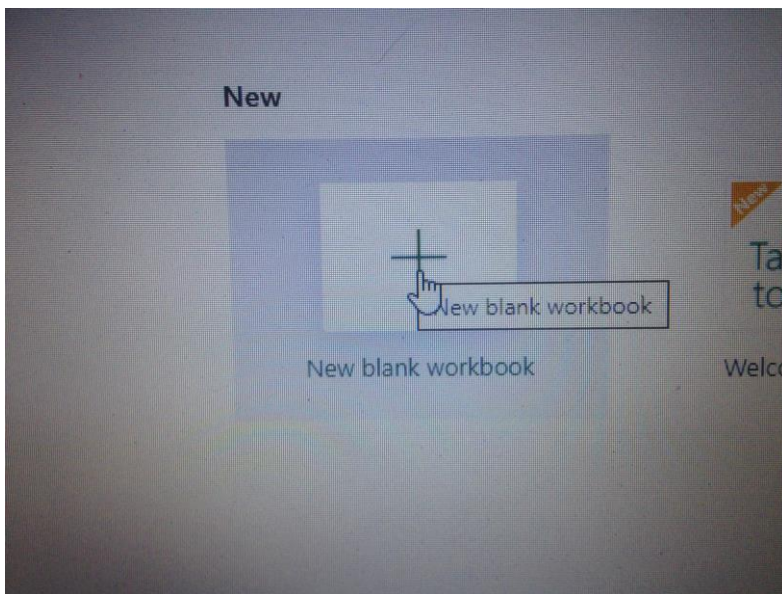
The three icons are part of the world's most popular word processing suite.



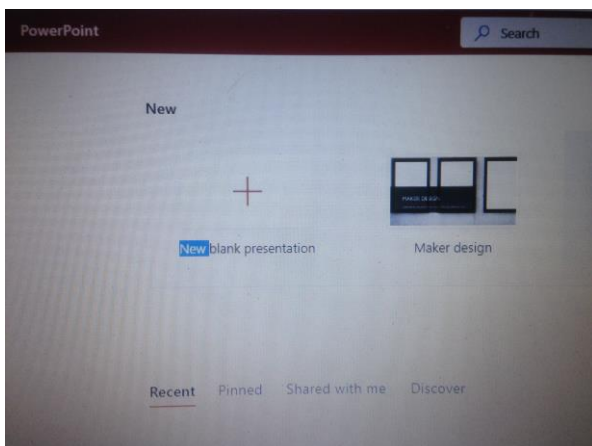
To use word click 'New blank document,' and write a wonderful story, remember capital letters and full stops!



Excel is a data logging software application. You create amazing data graphs. Create a document and read the how to use video and you can create daily temperature graphs for instance.



This PowerPoint. This is for creating fabulous presentation slides. You can add text, pictures and video to show off the knowledge of your favourite topic or subject.



Explore and enjoy these apps.