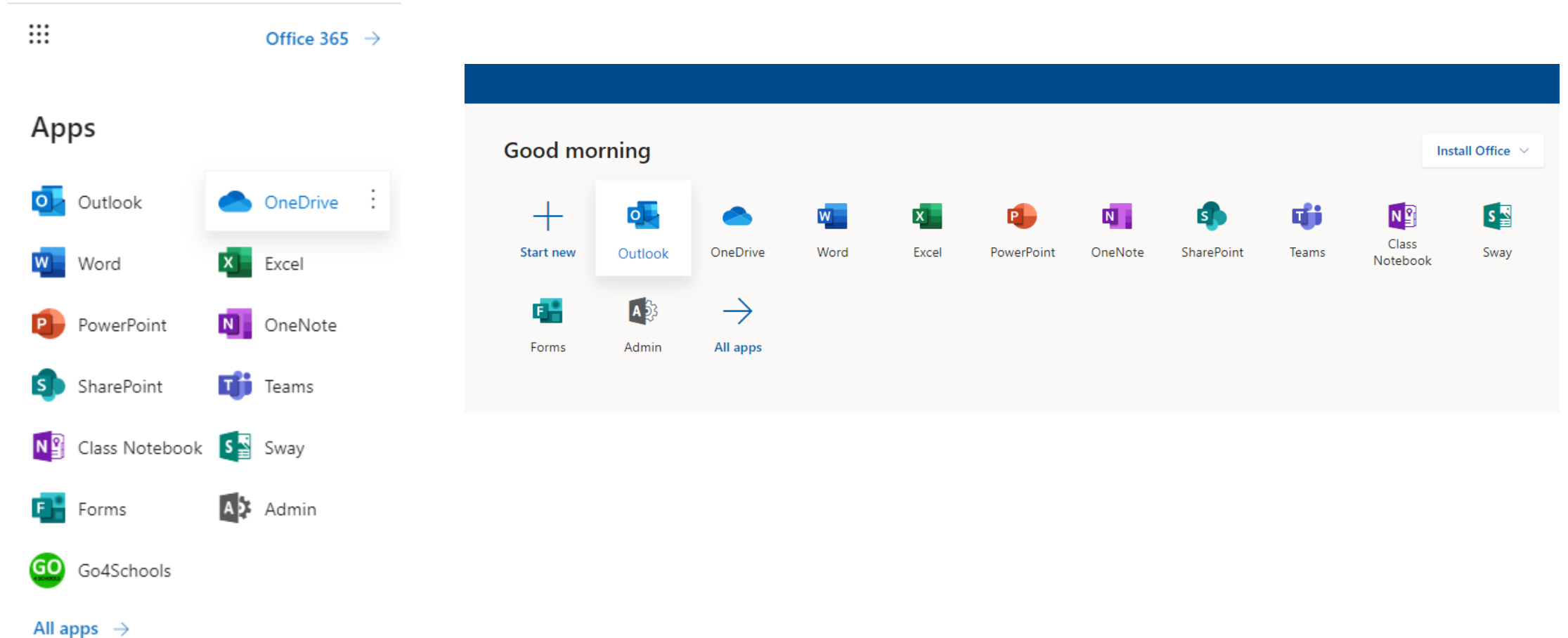


We have copied your P:\
Drive to Office 365

Use One Drive To Access You Files

You can open One Drive From the Apps Waffle or from the Office 365 Home Page



You can work on your documents directly inside Office 365

The screenshot shows the Microsoft Word interface. The title bar reads "Word" and "The Digestive System - Saved". The ribbon includes "File", "Home", "Insert", "Layout", "References", "Review", "View", and "Help". The "Home" ribbon is active, showing font settings (Segoe UI, size 14) and paragraph settings (Normal, No Spacing, Heading 1). The document content features an anatomical illustration of the human digestive system, followed by the title "The Digestive System" in bold and underlined. Below the title are two sections of crossword clues: "ACROSS" and "DOWN".

ACROSS

- 2 The first part of the digestive system! (5)
- 4 Digests butter fat in your food. (6)
- 6 Filters blood from the digestive system. (5)
- 8 Molecules that break down large pieces of food into smaller pieces. (7)
- 9 Stores bile, fluids, fat and cholesterol. (4,7)
- 10 Last part of the digestive system! (4)

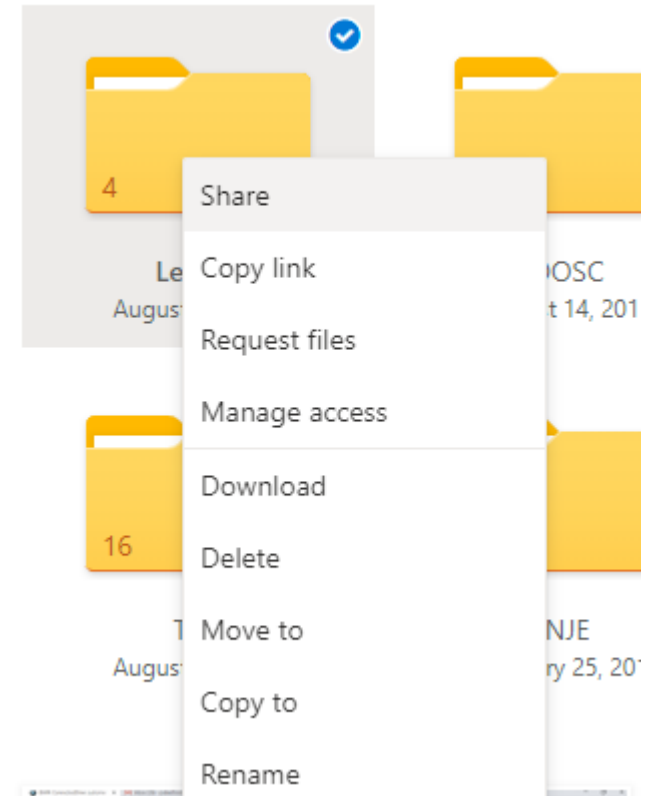
DOWN

- 1 Where 90% of digestion occurs. (5,9)
- 3 Carries food, liquid and saliva from the mouth to the stomach. (10)
- 5 The three main ones of these are pepsin, trypsin and chymotrypsin. (8)
- 7 Breaks down starch molecules. (7)

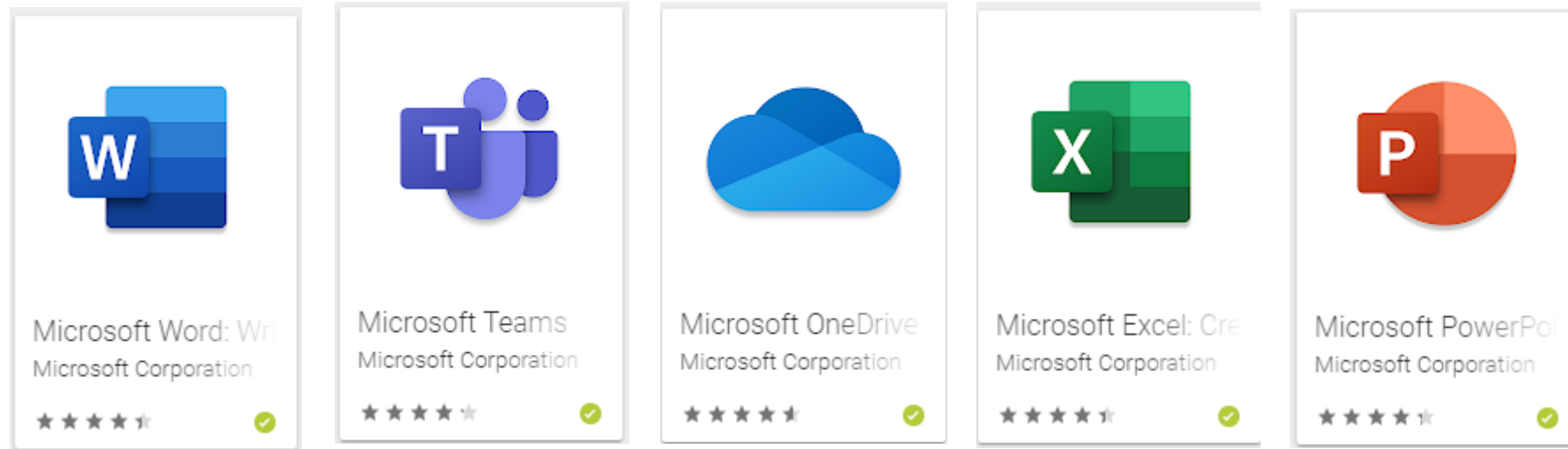
The crossword puzzle grid is partially filled with numbers 1 through 6, indicating the starting positions for the clues. A "Page Break" is visible between the clues and the grid.

You can share a file or an entire folder with your teacher

- Right Click on the File or Folder on One Drive
- Enter the Teachers Name (You can just type their surname to help find them)
- You can also do this with single documents from Apps, or when logged on to the full version of office you can download
- This is useful if you need to get coursework to them

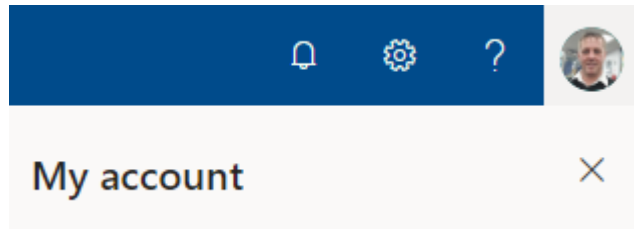


You can install all of these apps to access and edit these files on your Phone or Tablet
Available on Google Play or The App Store

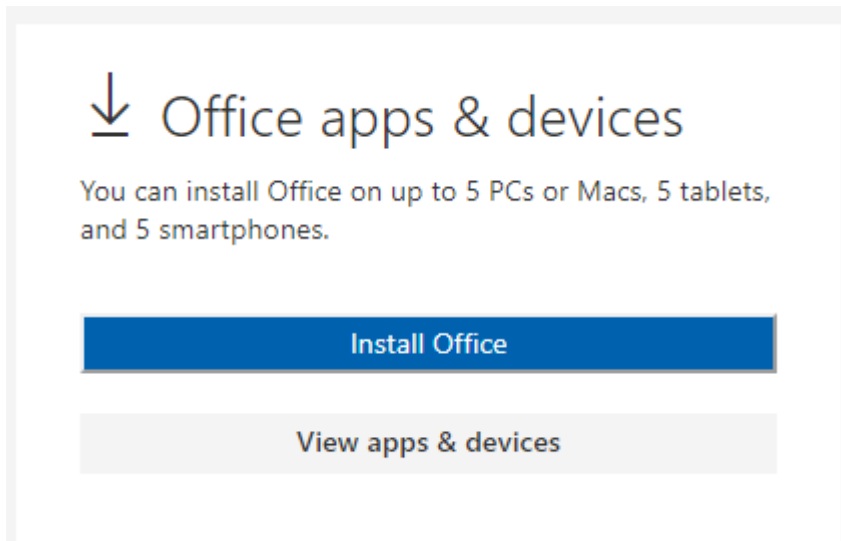


There is also a Google Classroom App if you have been asked to use it

You can install a full copy of Microsoft Office on Your Home PC or iMac



- Click on the picture next to the ? In the top corner on Office 365
- Click on My Account
- You should see an Install Office Option



This version of Office will work until you leave school