

OFFICE 365

Whilst there are many applications available and more being added frequently, the school chooses to focus on the following apps as a way of enhancing learning;

“ **OneDrive (Cloud Storage)**

Store your files in one place, and get them from any device connected to the internet.

“ **Outlook (email)**

Use business-class email through a rich familiar Outlook experience you can access from your desktop or web browser

“ **Onenote**

Capture notes by typing, drawing or writing. Onenote lets you organize and reuse your notes across all devices.

“ **Forms**

Create surveys, quizzes and polls in minutes. Send them to anyone and easily see results in real time.

“ **Word**

Bring out your best writing. Going from a blank page to a beautiful document is as easy as ever.

“ **Powerpoint**

Take your presentation to the next level. Design like a professional.

“ **Sway**

Create and share engaging interactive reports, presentations, personal stories and more. Sway does the design work for you.

How do I share work?

By uploading your work to your Onedrive cloud storage space you can simply right click on your document,