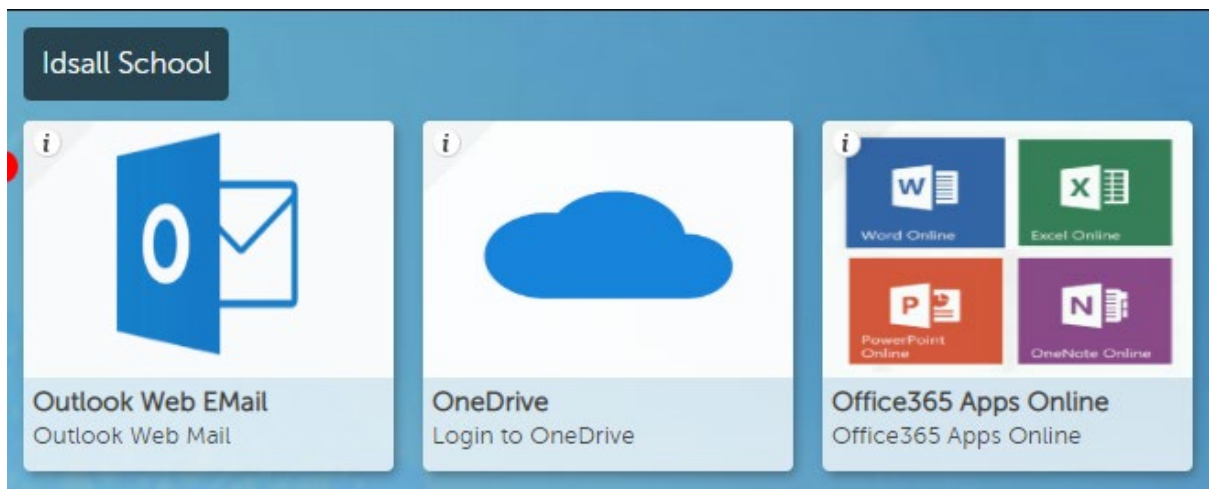


Microsoft Office Suite

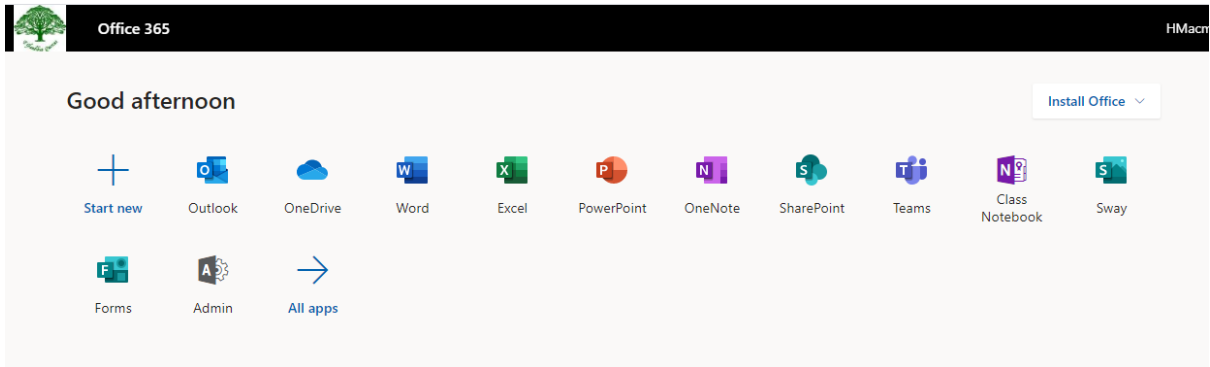
- All students have a Microsoft (MS) Office 365 account, which gives them access to all the online Microsoft applications e.g., Outlook, Word, Excel, PowerPoint, and One Drive.
- Double clicking on these will take them straight into the applications. These versions are paired down versions of what the student uses in school.



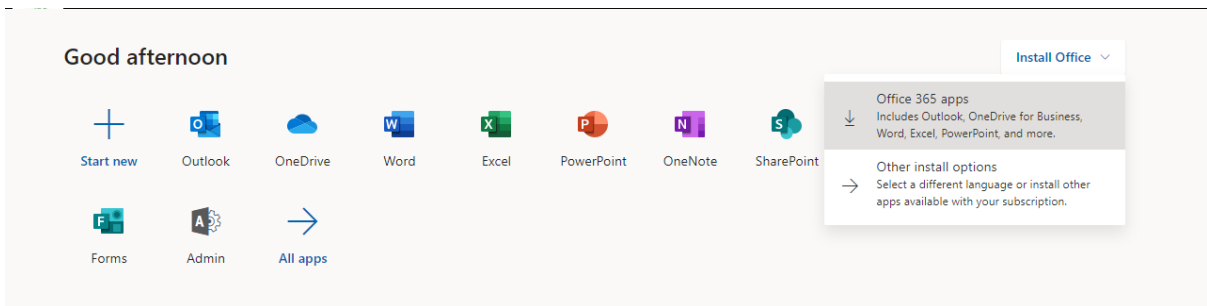
- However, students can download the full MS Office versions onto their home device for free. The device must have a Windows operating system and not be Apple (iPad) or Android (Chrome book). If it is Apple or Android then the Online Apps can still be used (but not installed).
- For home installation double click on Office365 Apps Online.



- Click on the down arrow (top right) and choose Install Office.



- Select the first option 'Office 365 apps'



- The setup file will be downloaded onto your computer.
- Locate the file and 'Click Run' and follow the instructions below:

