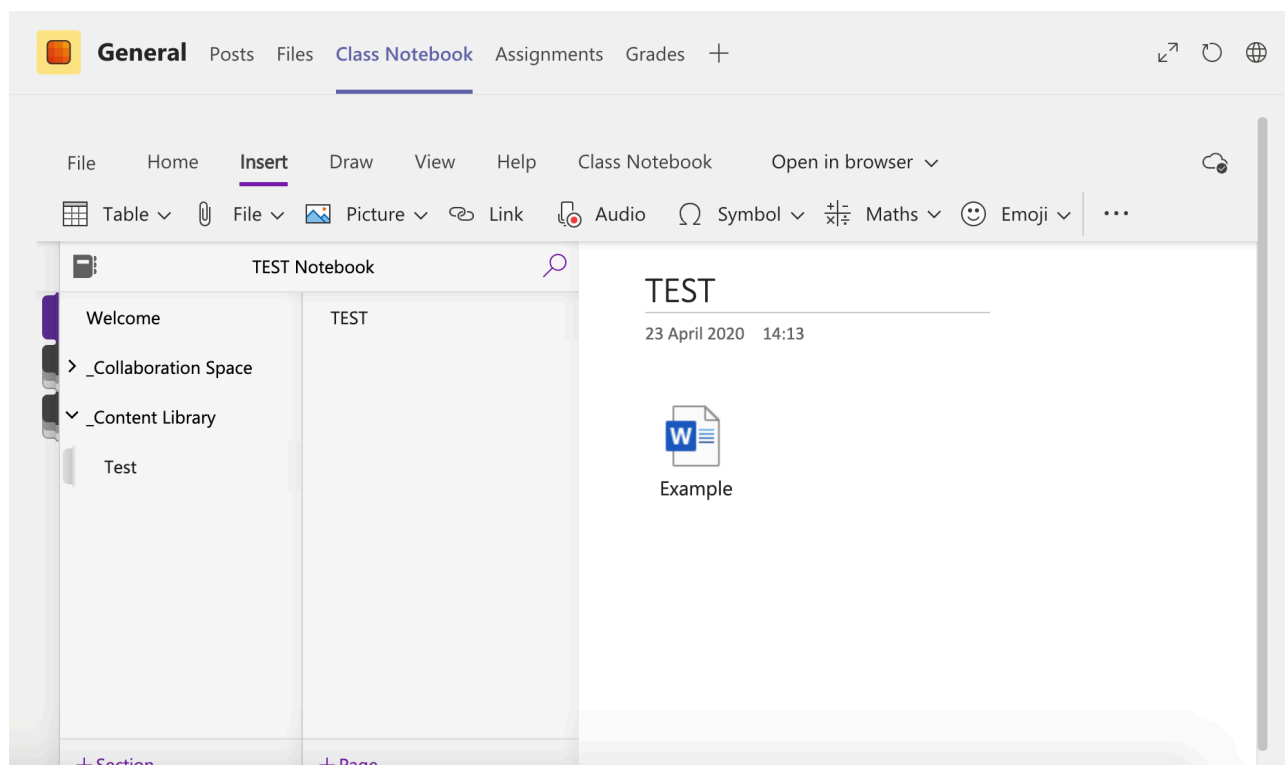


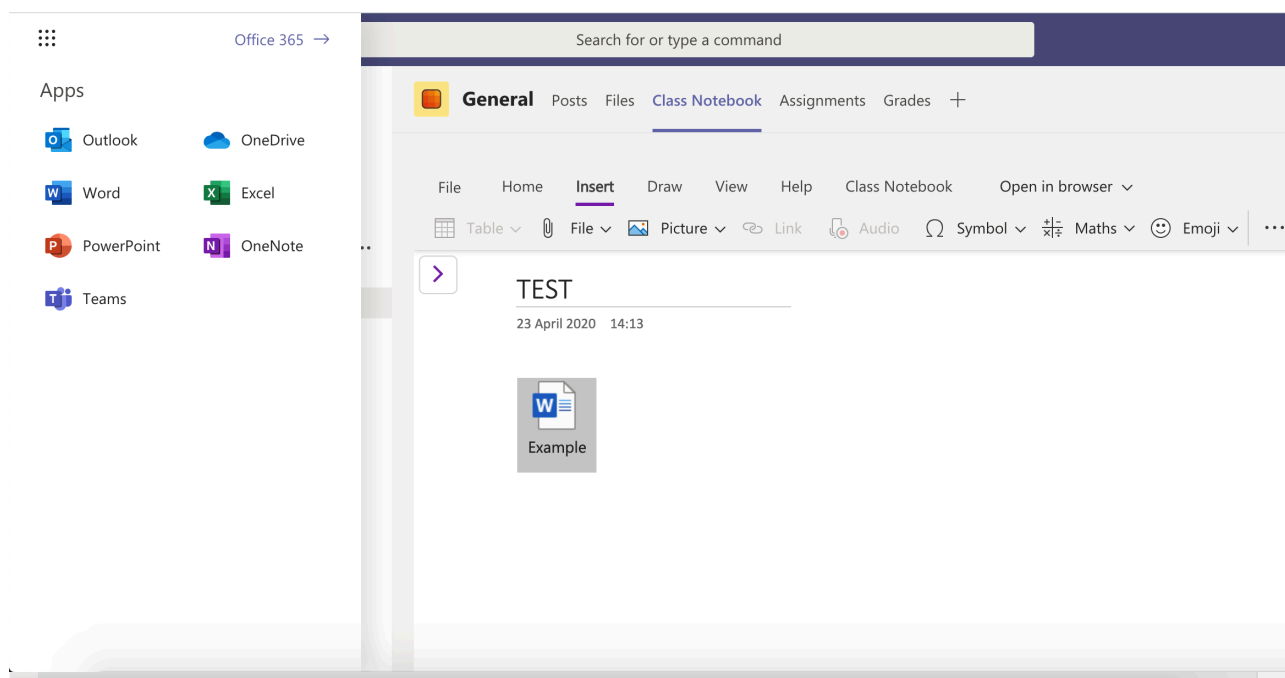
Using online resources if you don't have Word or PowerPoint installed on your computer.

If you are trying to complete work set by a teacher and you don't have Word or PowerPoint installed on your computer, there are online versions available for you to use as an alternative. Please see the guide below for the steps on how to open and edit these so you can insert them into your area on Teams.

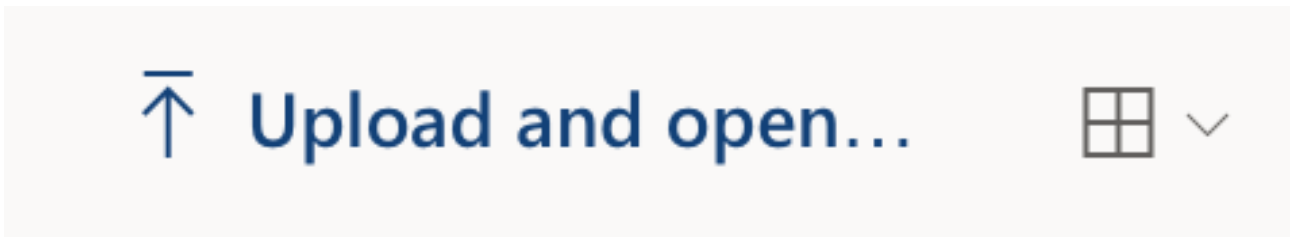


Step 1: Download the Word Document from Class Notebook in Teams. This should then go into your **DOWNLOADS** folder on your computer.

Step 2: Open Word online from the Office365 waffle menu.

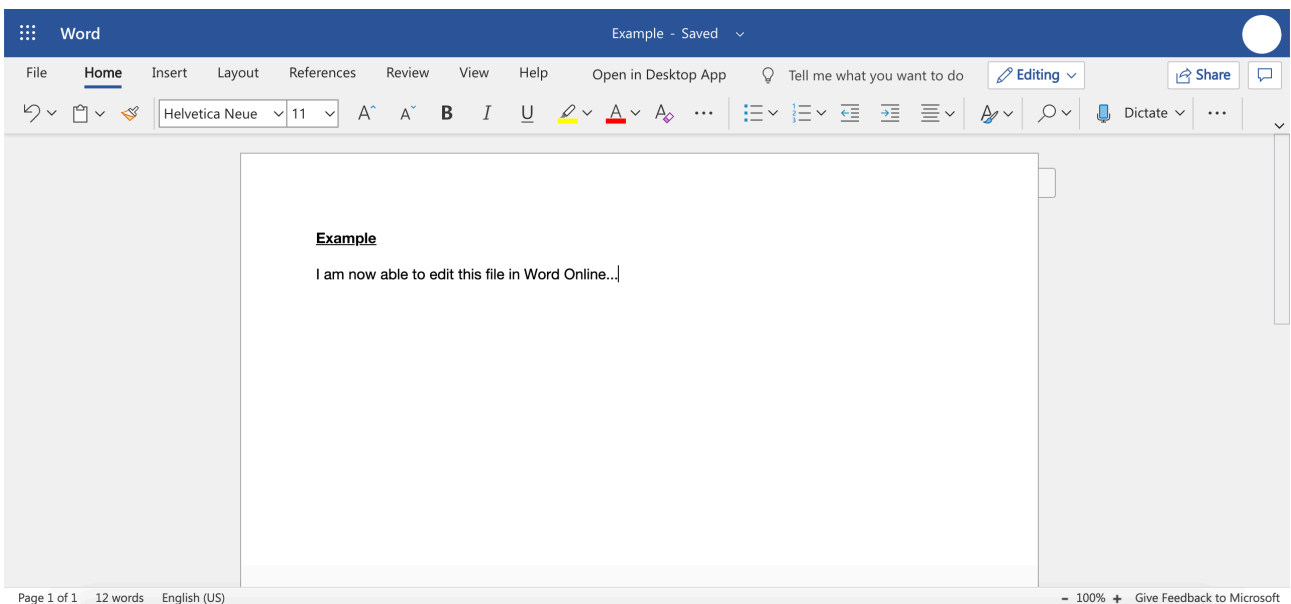


Step 3: When Word Online has opened up in a new window, scroll down and find the **UPLOAD AND OPEN** button and then find the Word Document you downloaded from Teams.



Step 4: The document will then open after the upload is completed. To edit the document you need to click **Editing / Edit Document** and then when it asks to convert the file (If it does as sometimes editing is already enabled) click Convert.

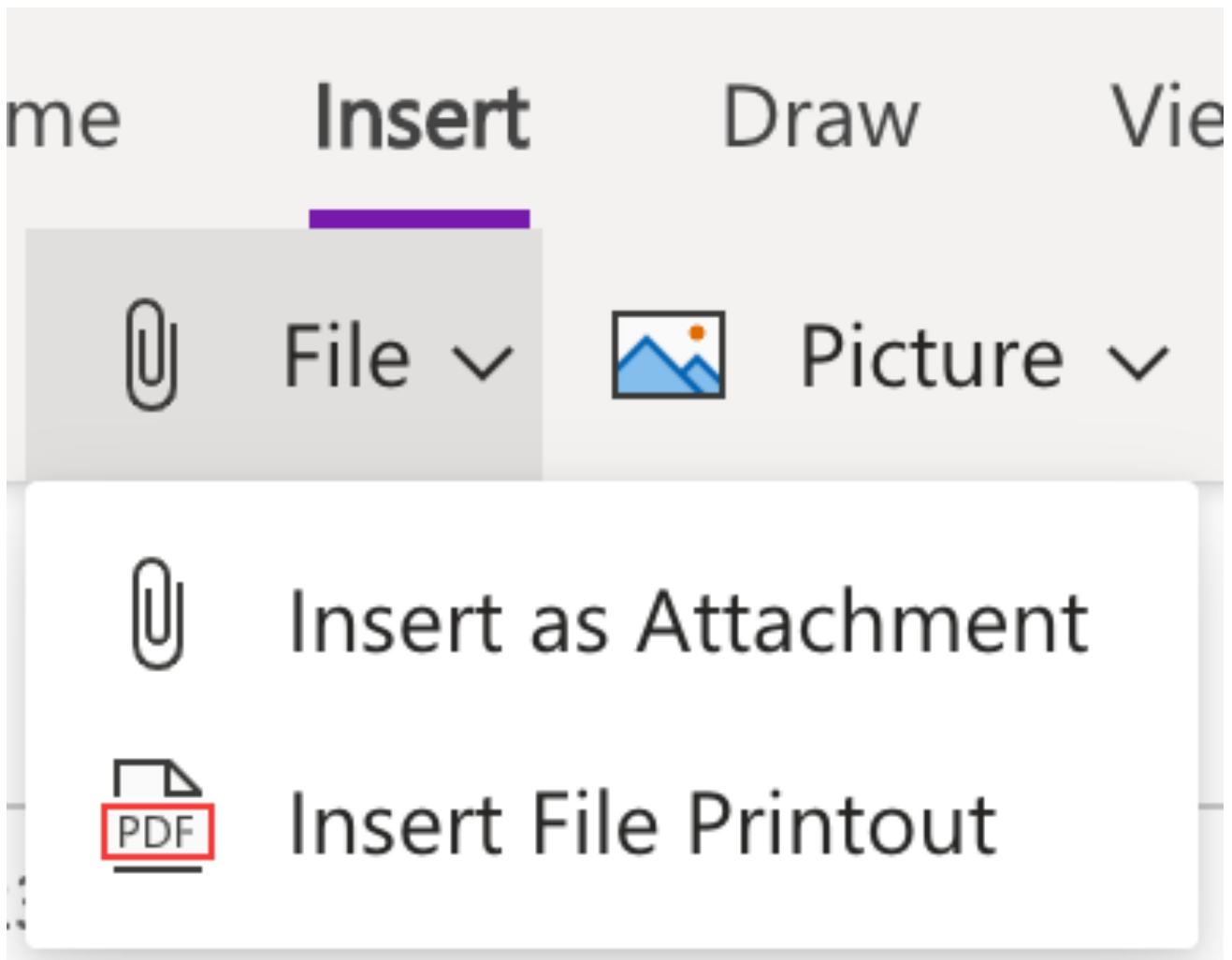
Step 5: When you have finished the work on the document, click the dropdown arrow next



to where it says **SAVED** and then you can rename the file and save it wherever you want on your computer.



Step 6: You can now upload the edited document back to the Class Notebook in Teams for the teacher to see by clicking **INSERT > FILE > INSERT FILE AS ATTACHMENT** and then finding the file you want.



Once you have followed these steps, your teacher will be able to view your work. If you have any difficulty please contact us at studentinformation@cyfarthfahigh.merthyr.sch.uk