Part1.

1. Format the main heading better.
2. Find and underline the word "folder" or “file” each time it occurs.
3. Format the list of programs that you will be using as a numbered list.
4. Create a footer and put your name in.

Part 2

Complete the “Work set” and “To give work in” sections using the list at the end.

Add extra formatting to make the document look better

Delete these instructions

USING THE HOCKERILL COLLEGE SYSTEM

On your device you have a download and a documents area. If you log onto the college system you have your own “My Documents” user area on the college server.

You have access to the Microsoft 365 Apps at hockerill.com. This includes One Drive to store files.

Create a sensible system of folders so that you can keep work in the correct folder. This will help you to find work quickly. Use sensible file names.

This year you will be using the following programs:

Microsoft Word

Microsoft Publisher or Sway

Microsoft Excel

Scratch

Lego EV3

The Microsoft programs are part of the Microsoft office collection and are available from the Start Menu. They are also available from your Microsoft 365 account.

Work set by teachers might be found on or written in:

To give work in to be assessed teachers might ask you to use:

Use these words to complete the bullet point lists some of them are used for both!

Microsoft teams

SIMS

Paper or Books

Planners

email