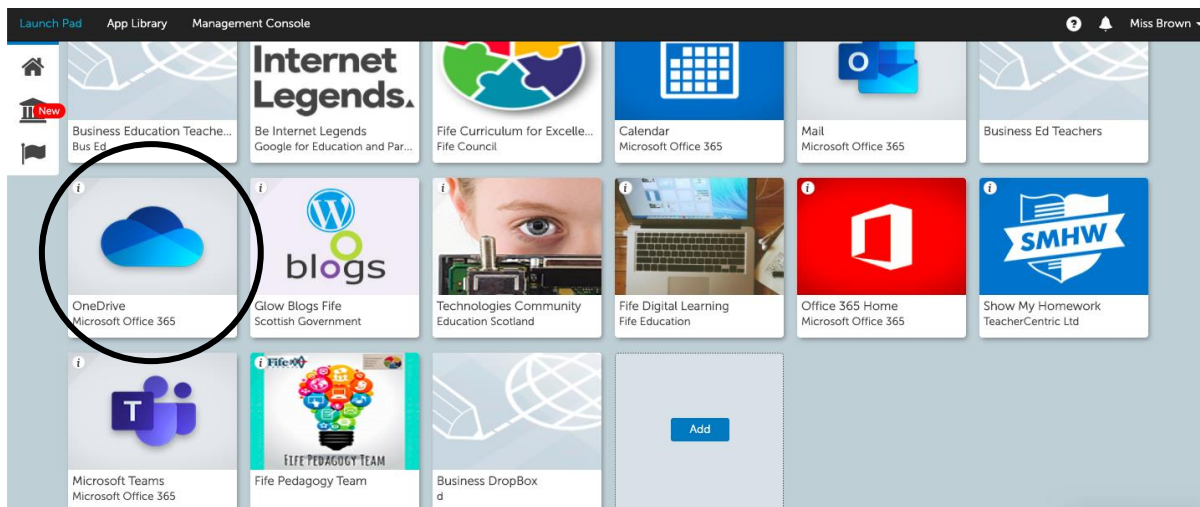




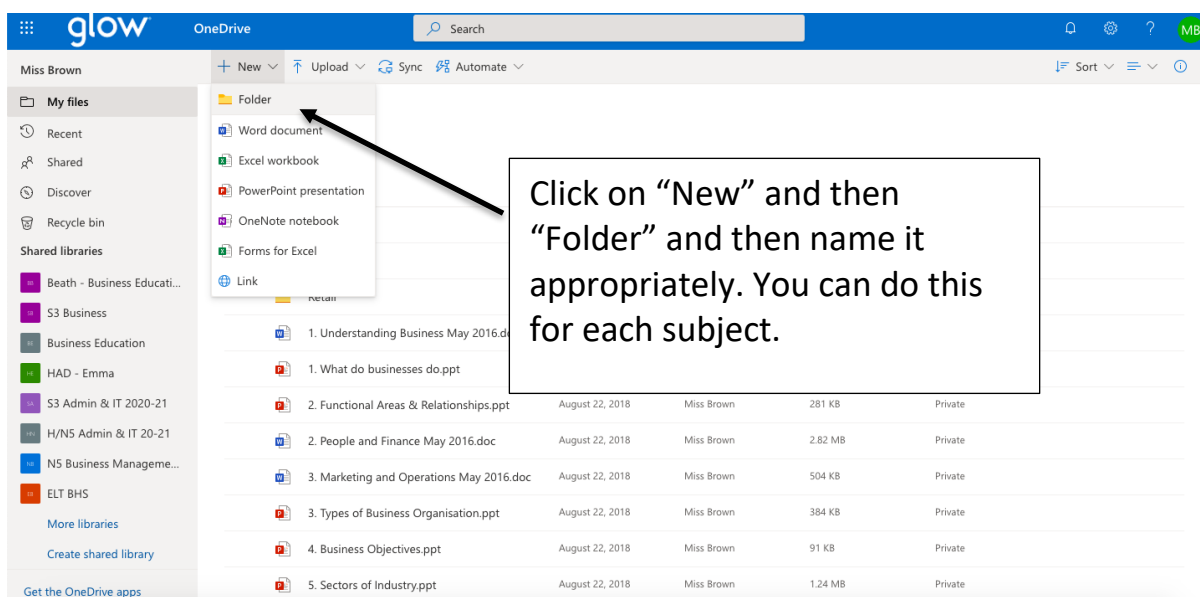
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Accessing the Microsoft Office Packages Through Glow

Step 1 – Login to Glow and open the OneDrive tile on your launchpad.



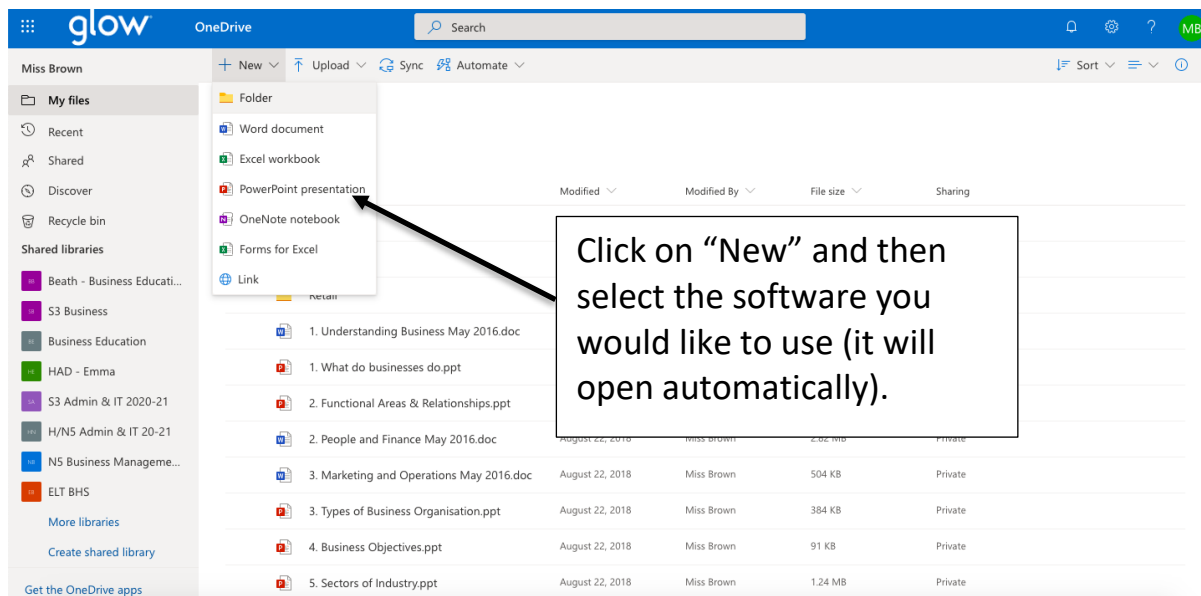
Step 2 – If you would like to organise your work by subject you can create folders.





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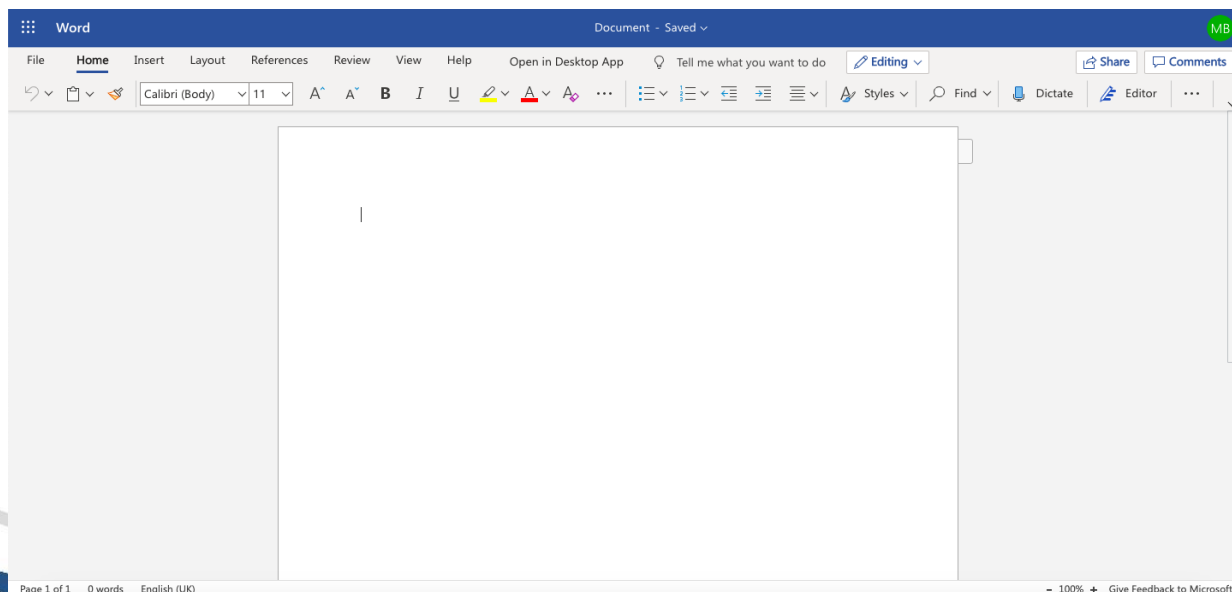
Step 3 – Once you are in the appropriate folder you can open a blank Word document, PowerPoint, Excel document.



The screenshot shows the OneDrive interface for user Miss Brown. The 'New' button is clicked, opening a dropdown menu with options: Folder, Word document, Excel workbook, PowerPoint presentation (highlighted), OneNote notebook, and Forms for Excel. A callout box with an arrow pointing to 'PowerPoint presentation' contains the text: "Click on 'New' and then select the software you would like to use (it will open automatically)."

	Modified	Modified By	File size	Sharing
1. Understanding Business May 2016.doc				
1. What do businesses do.ppt				
2. Functional Areas & Relationships.ppt				
2. People and Finance May 2016.doc	August 22, 2018	Miss Brown	2.02 MB	Private
3. Marketing and Operations May 2016.doc	August 22, 2018	Miss Brown	504 KB	Private
3. Types of Business Organisation.ppt	August 22, 2018	Miss Brown	384 KB	Private
4. Business Objectives.ppt	August 22, 2018	Miss Brown	91 KB	Private
5. Sectors of Industry.ppt	August 22, 2018	Miss Brown	1.24 MB	Private

Step 4 – Once you open the software it will work exactly like it would normally. Except, on one drive it saves automatically! Once you have finished just cross it off. When you go back into your OneDrive it will be in the folder where you opened up the document from.



The screenshot shows the Microsoft Word interface. The title bar reads 'Word' and 'Document - Saved'. The ribbon is set to 'Home' with options for File, Home, Insert, Layout, References, Review, View, and Help. The status bar at the bottom indicates 'Page 1 of 1', '0 words', and 'English (UK)'. The main editing area is blank.



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Step 5 – Sharing your work with your teacher via Glow.

