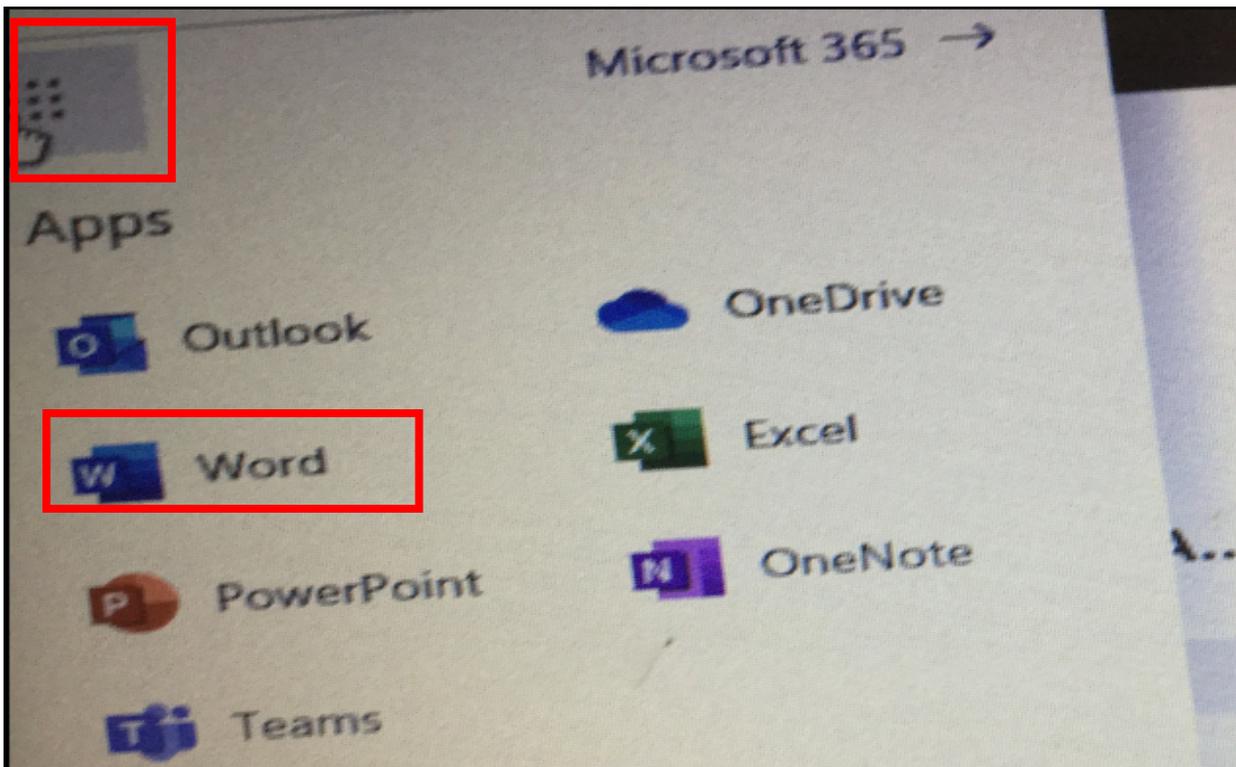
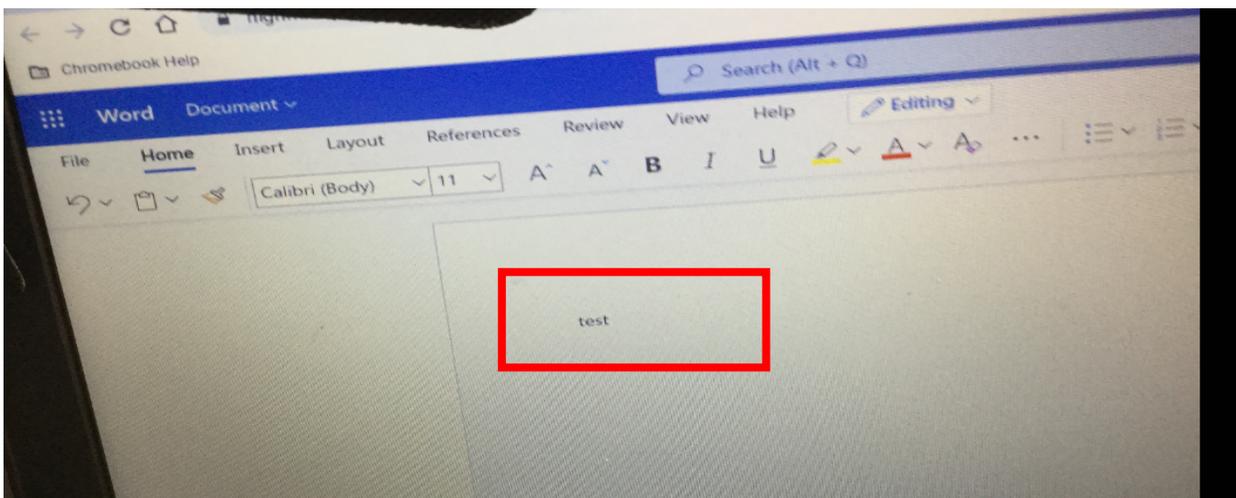


## How to open and save a Microsoft Word document

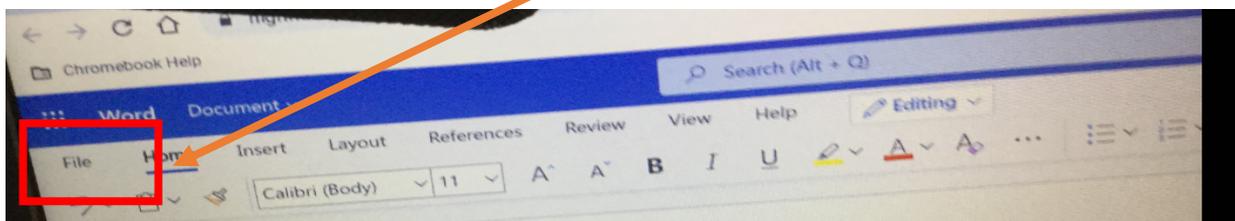
Click the nine dots and select Word.



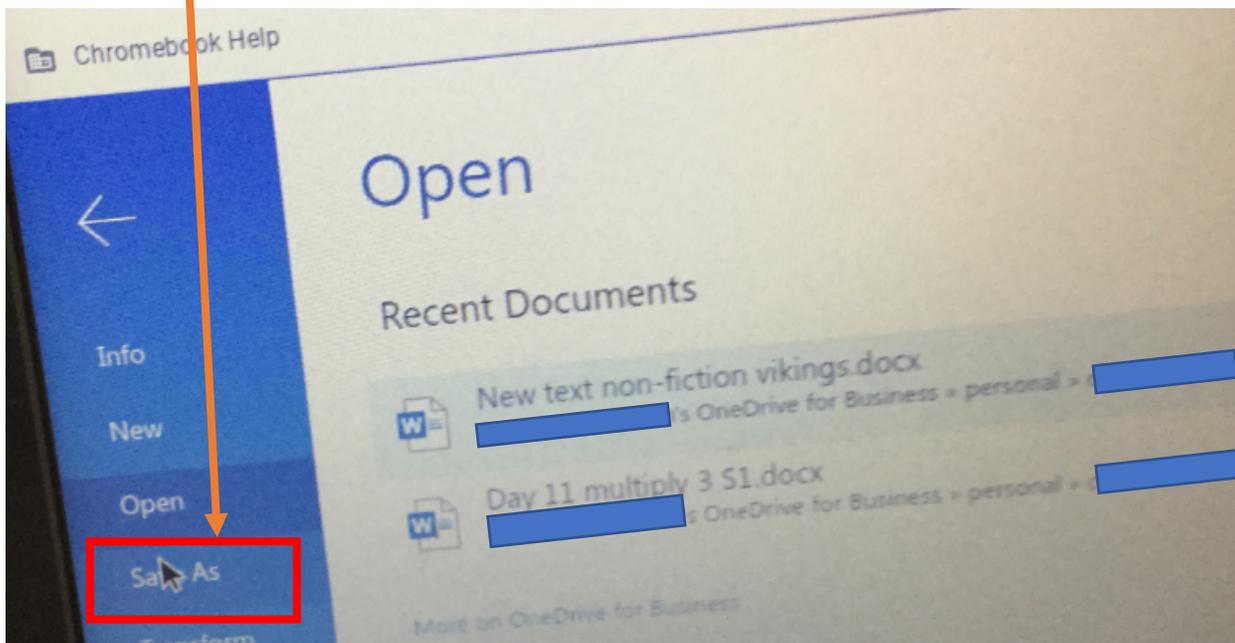
Complete your work in Word by typing on the document.



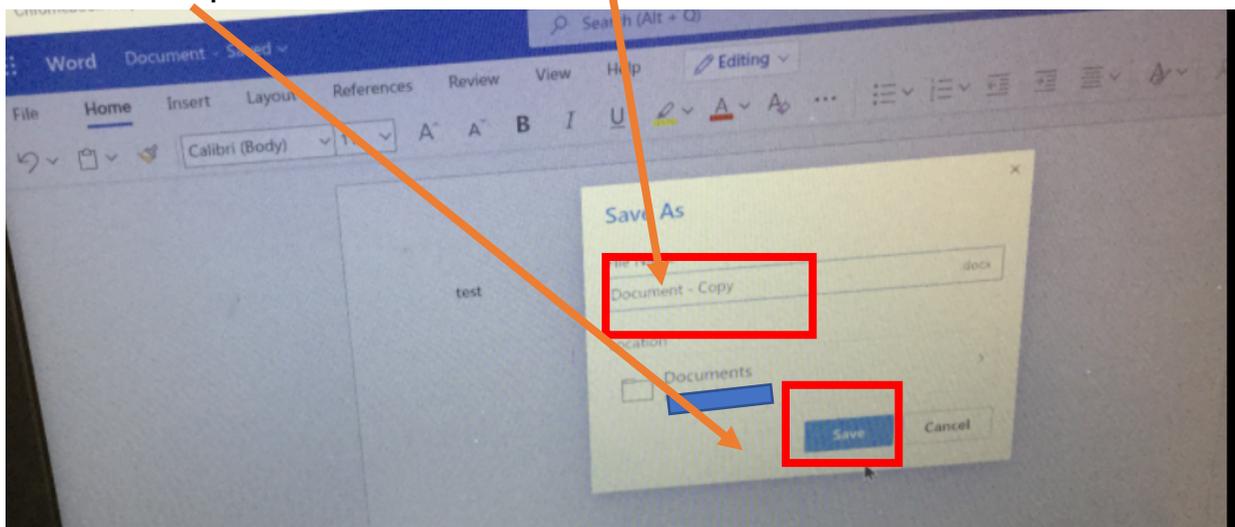
Save your work by clicking on File.



Then Save As.

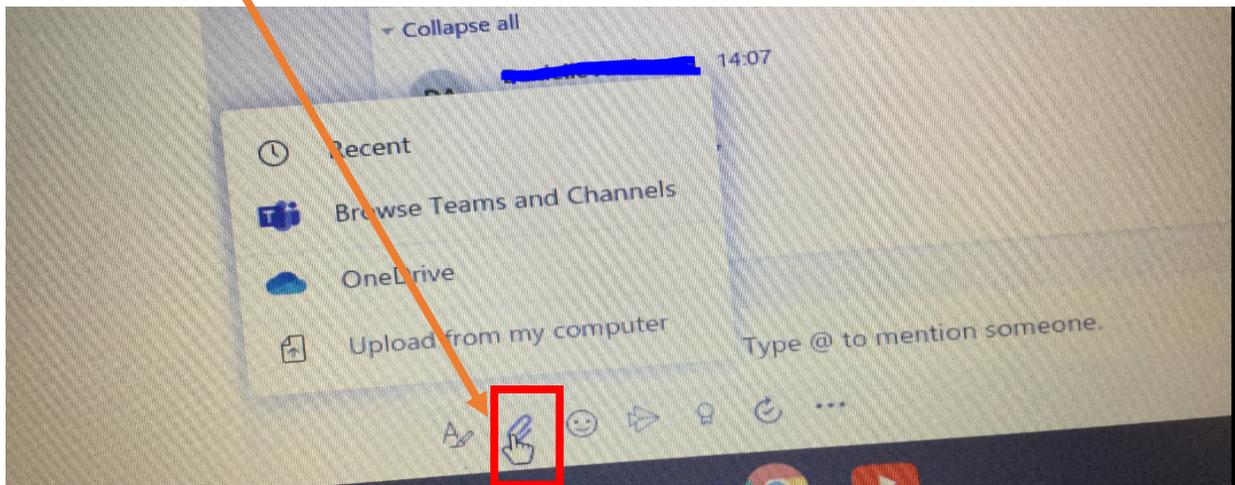


Rename the document by deleting the words in the box and typing the title of your work. Then press the save button.

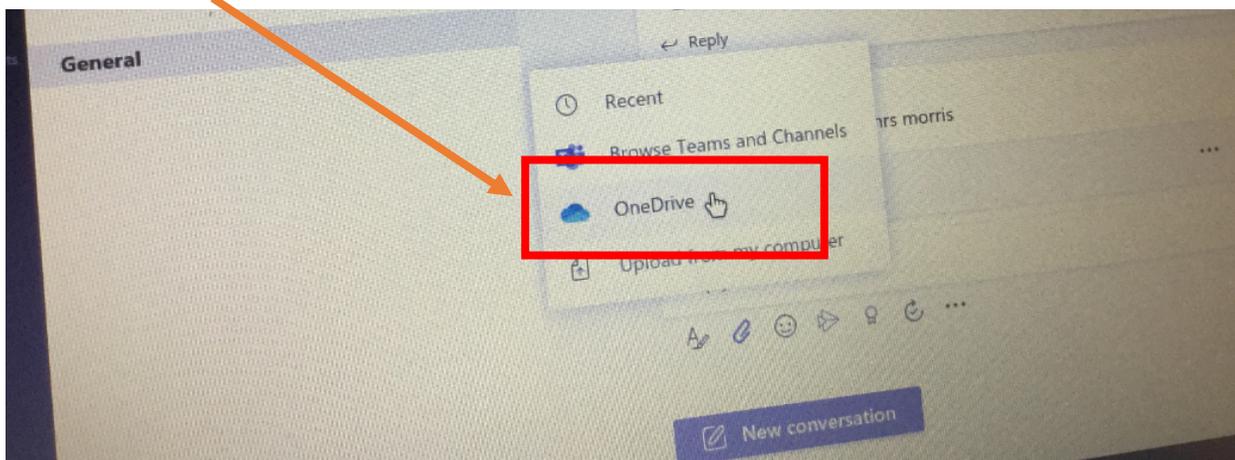


## How to upload a Word document on to Teams.

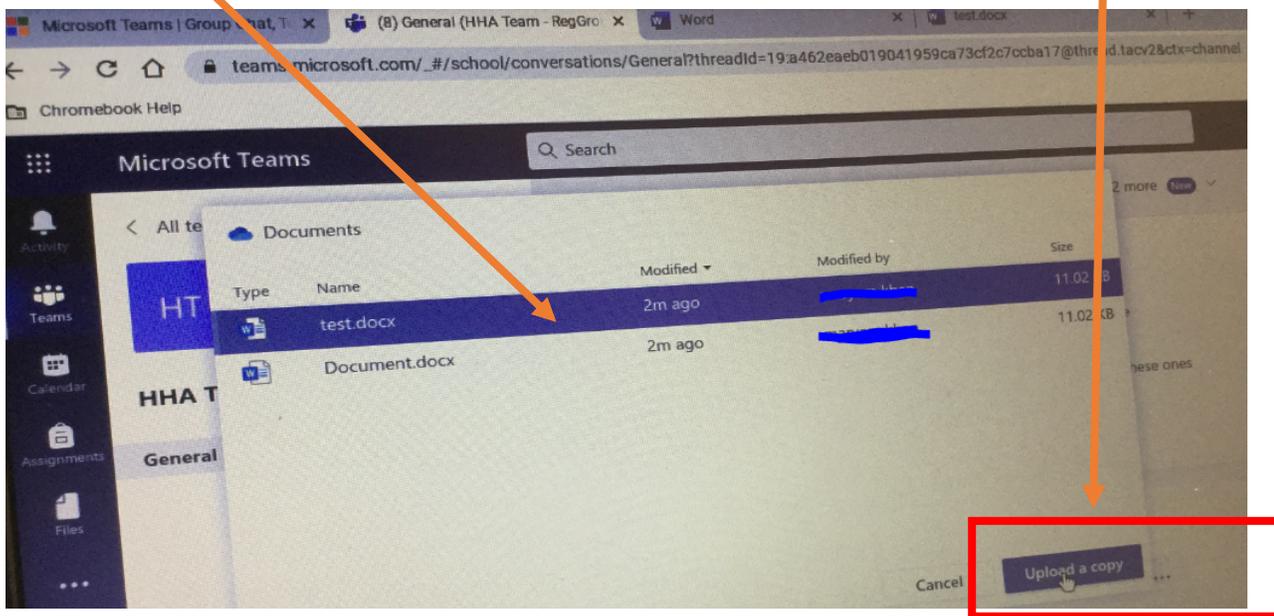
Click the paper clip in your Teams chat.



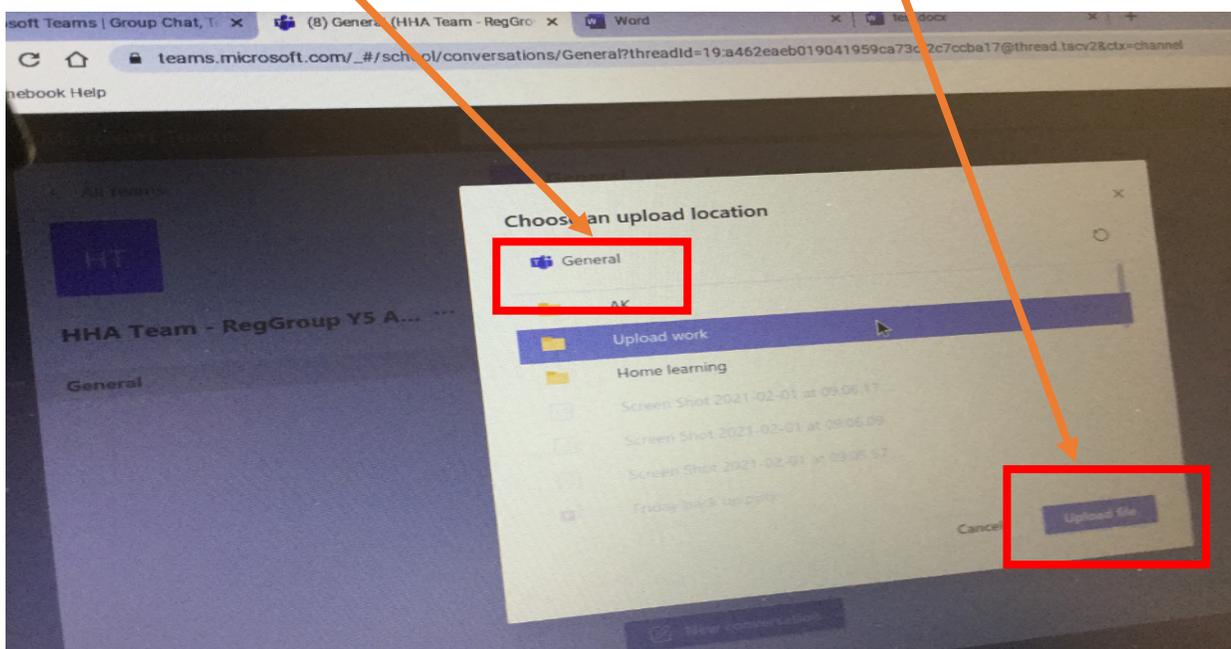
Click OneDrive



Select the document that you would like to upload. Then click Upload a copy.



Save your work in the General folder by clicking Upload File.



## How to upload a photo (from a phone or tablet) of your work to Teams

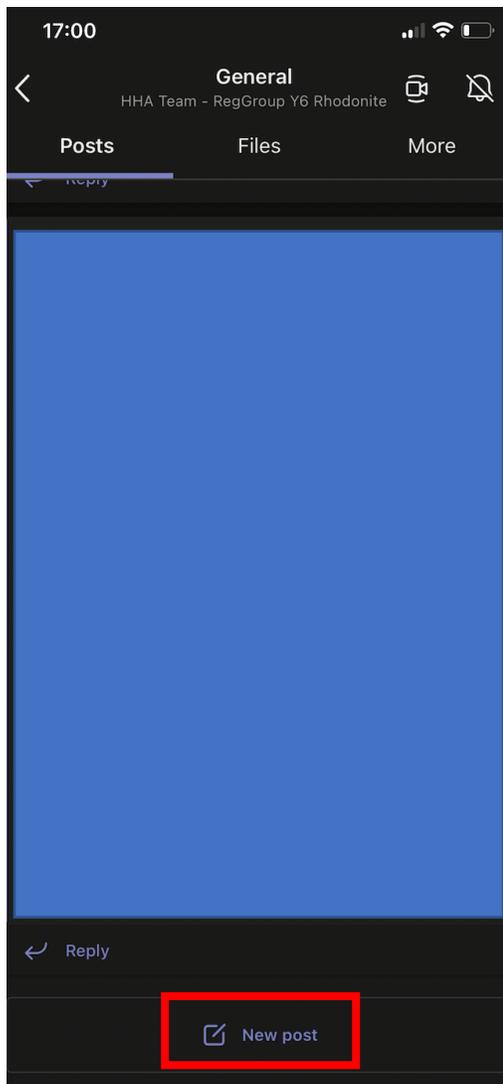
Take a photo of your work.

Open the Teams app on your phone.

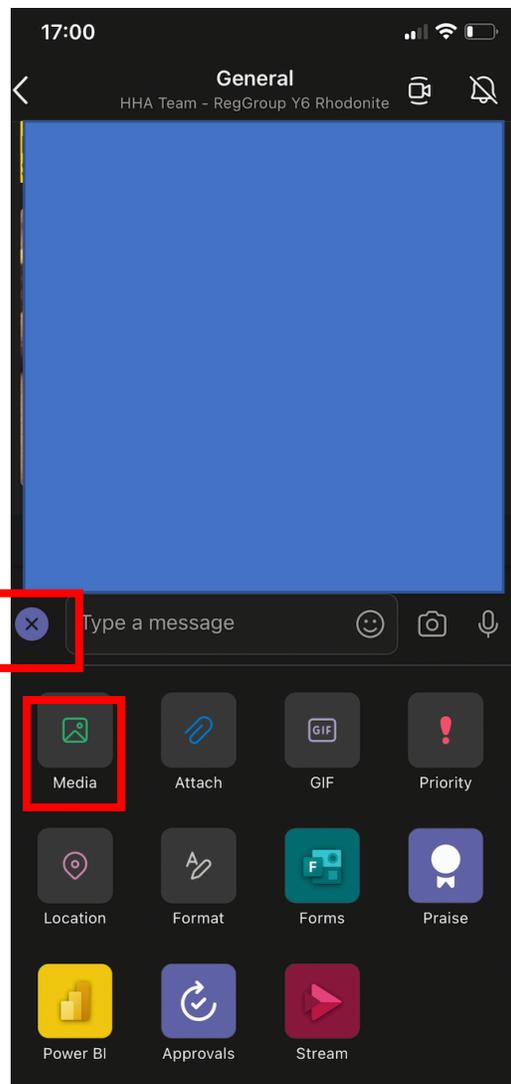


Click on your class channel.

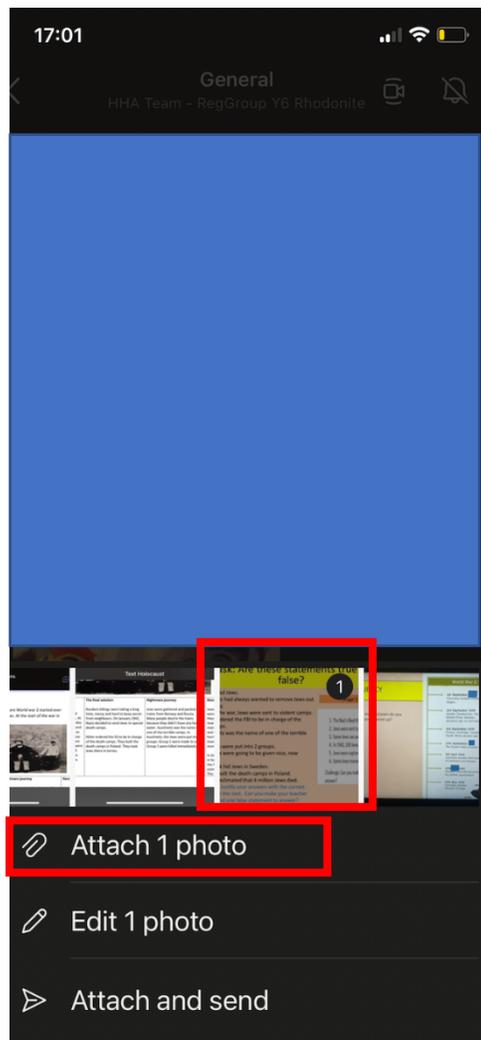
Click on New Post.



Click on the + and then choose Media



Select the photo you want to upload and click 'Attach 1 photo'



Type a message to your teacher. Tag them using the @ button. Press send.

