

# Getting Free Access to Word & PowerPoint

Please use this doc for details on two ways get access for Home Study

**1**

## Use online versions



Work on the 'cloud' using your Internet link

**2**

## Install on a computer

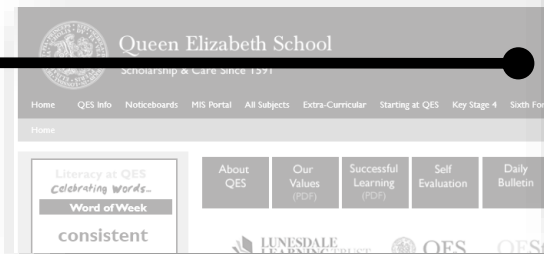


Download the software on a home PC or laptop

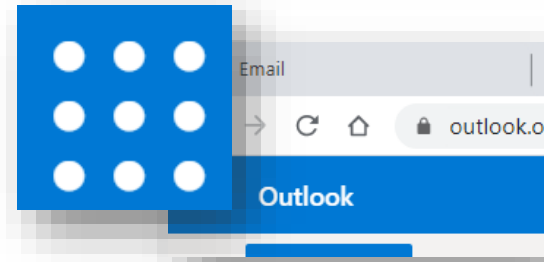
## Getting Free Access to Word & PowerPoint

# 1 Use online versions

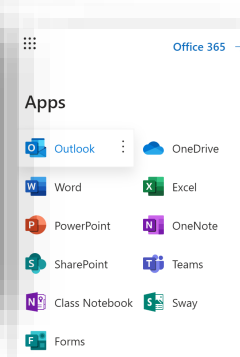
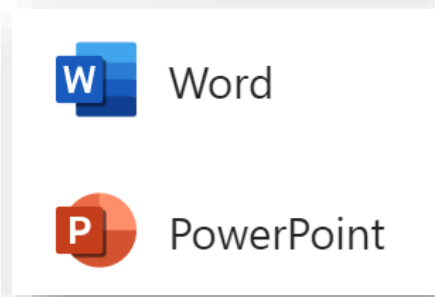
Login to your  
school email



Click these 'dots'  
in top corner



Click the **online**  
**app** you want



## Getting Free Access to Word & PowerPoint

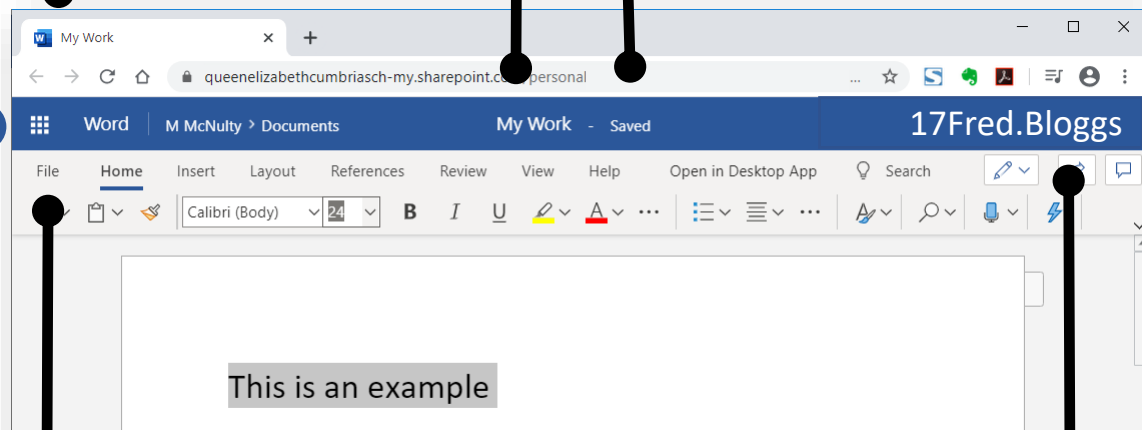
# 1 Online Word

Online Word is a 'cut down' version

Click here to name your doc

It gets saved automatically

Click the dots for more options



Click File to make **new** docs

All docs are stored under **your** account

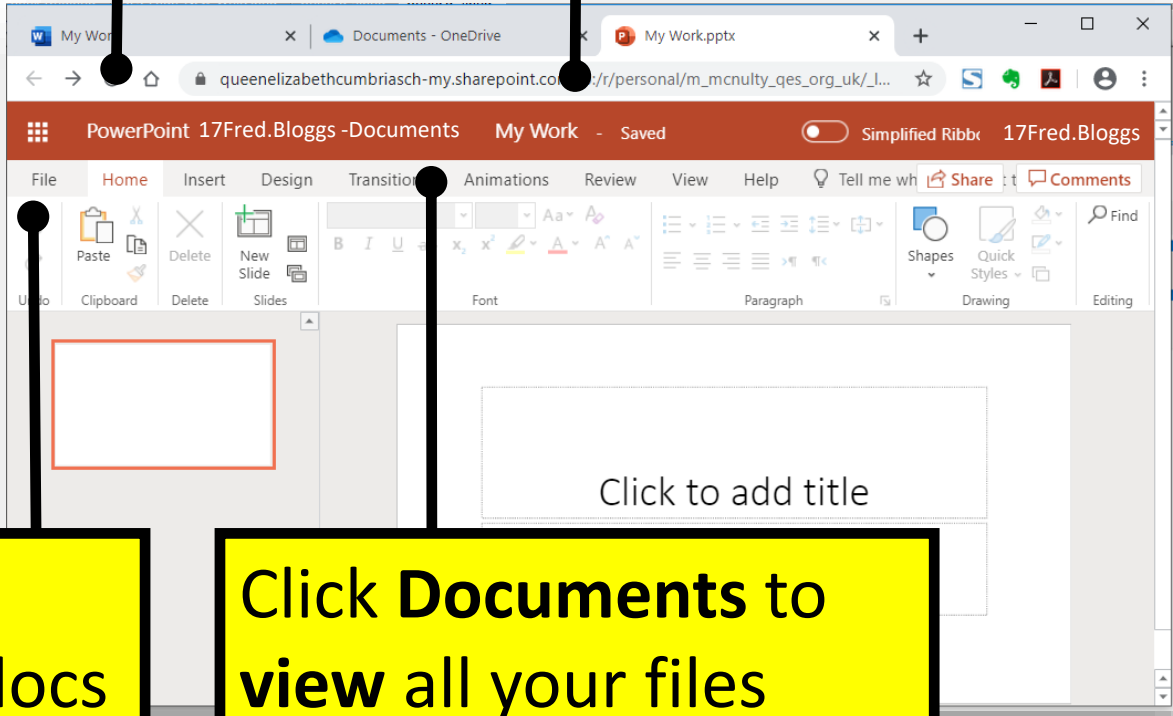
## Getting Free Access to Word & PowerPoint

# 1 Online PowerPoint

Online **PowerPoint** is also a 'cut down' version

Like Word - add **name** here & work is **auto-saved**

Click the dots for more options



Click **File** to make **new docs**

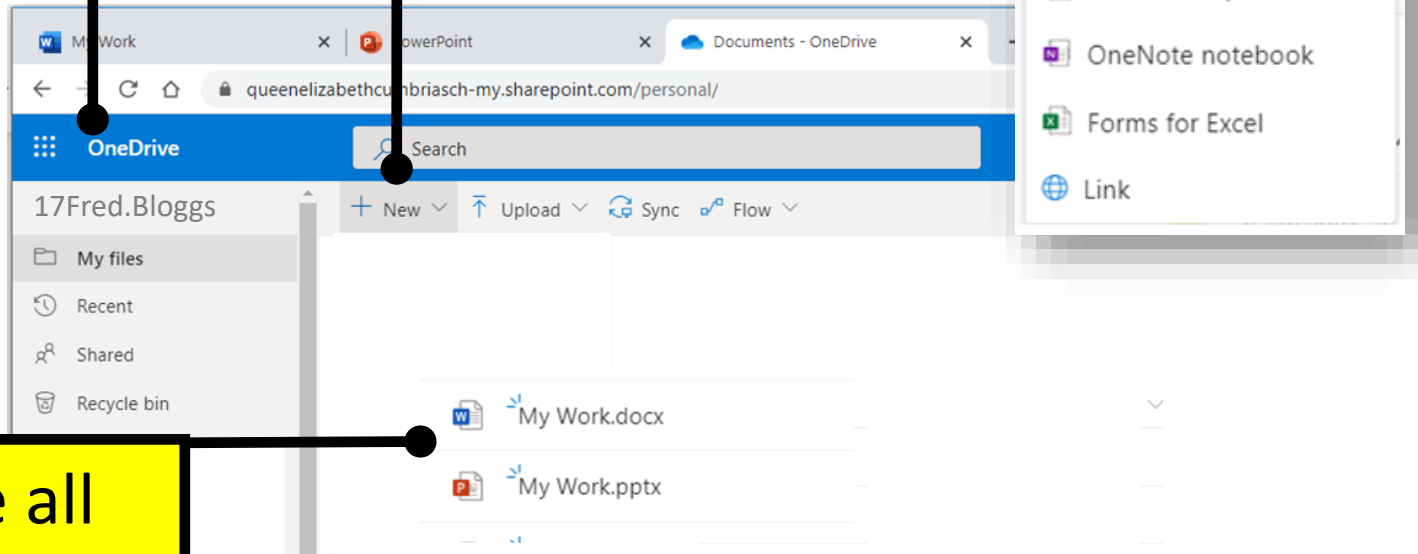
Click **Documents** to **view** all your files

## Getting Free Access to Word & PowerPoint

# 1 Online Files

It's like an online  
**My Documents**

Click **New** to get lots  
of options like this...



You will see all  
your **files**

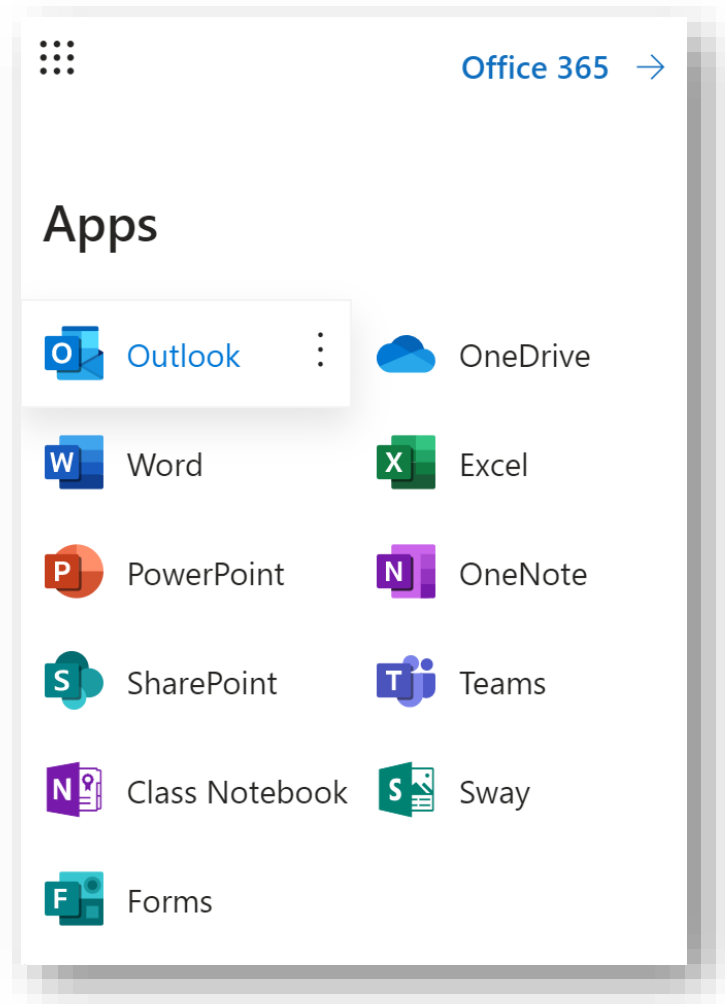
## Getting Free Access to Word & PowerPoint

# 1 Online Expectations

We hope this helps  
with **Home Study**

But please remember  
that these apps are for  
**school work only**

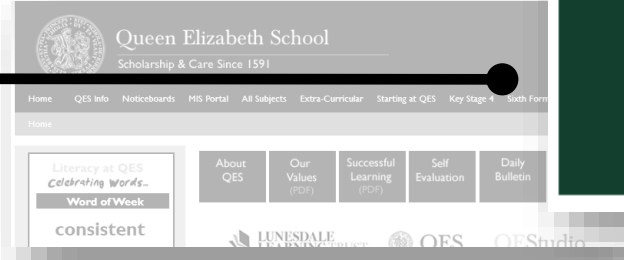
So we'd expect the way  
you act online matches  
our usual school Values



## Getting Free Access to Word & PowerPoint

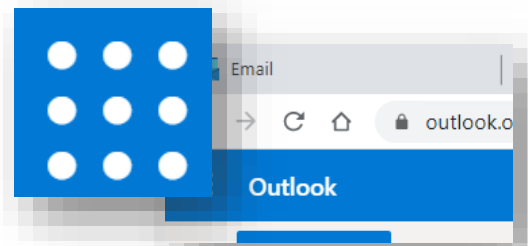
# 2 Install at Home

Login to your school email

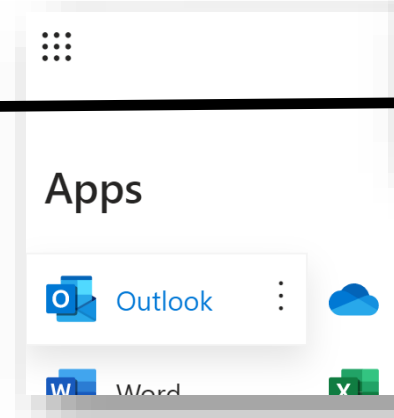


School Email

Click these 'dots' in top corner



Click this link for Office 365

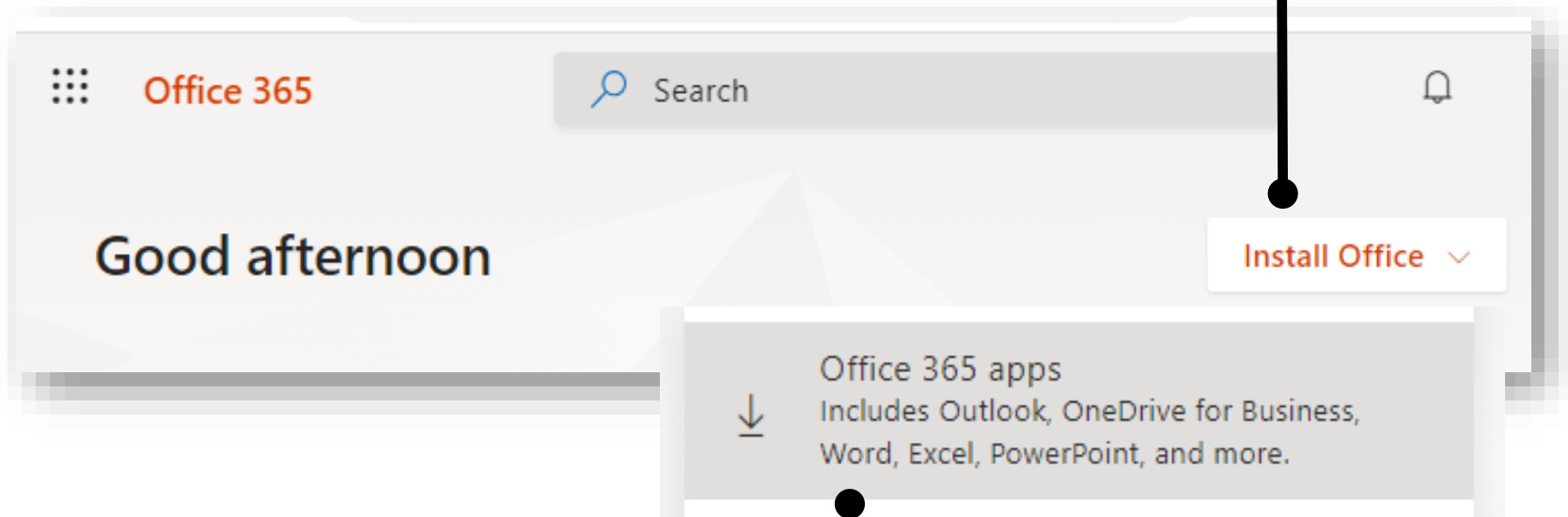


Office 365 →

## Getting Free Access to Word & PowerPoint

# 2 Install at Home

Click this link to Install Office



Then pick this option

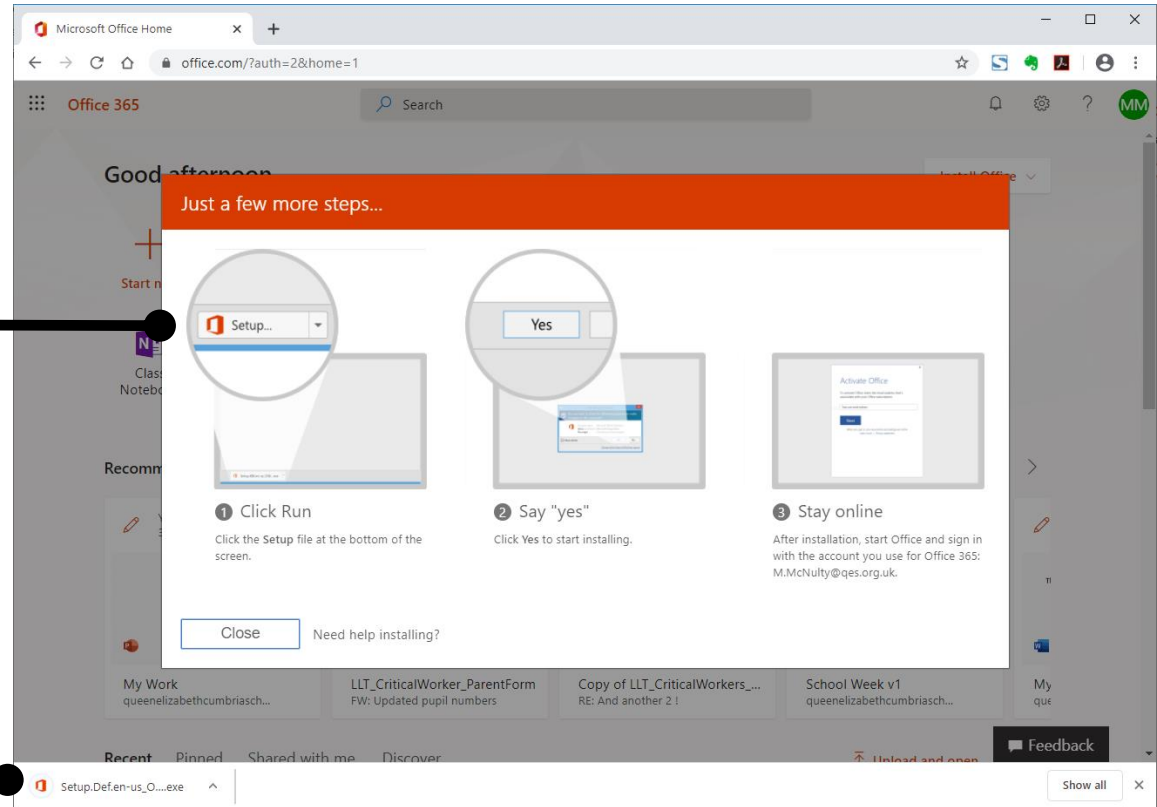


## Getting Free Access to Word & PowerPoint

# 2 Install at Home

Now follow these instructions...

...about using this downloaded file

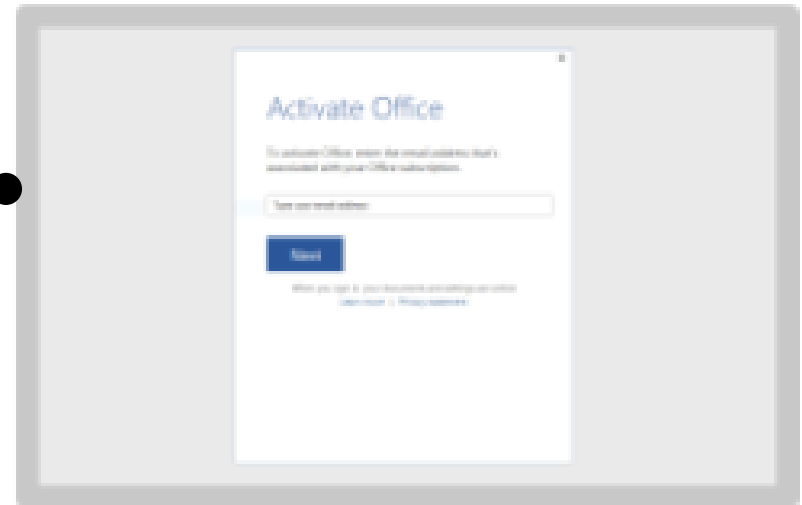


## Getting Free Access to Word & PowerPoint

# 2 Install at Home

Please pay special attention to **Step 3**

This **last bit is important** for when you are ready to start using Word etc.



### 3 Stay online

After installation, start Office and sign in with the account you use for Office 365: [17Fred.Bloggs@qes.org.uk](mailto:17Fred.Bloggs@qes.org.uk)

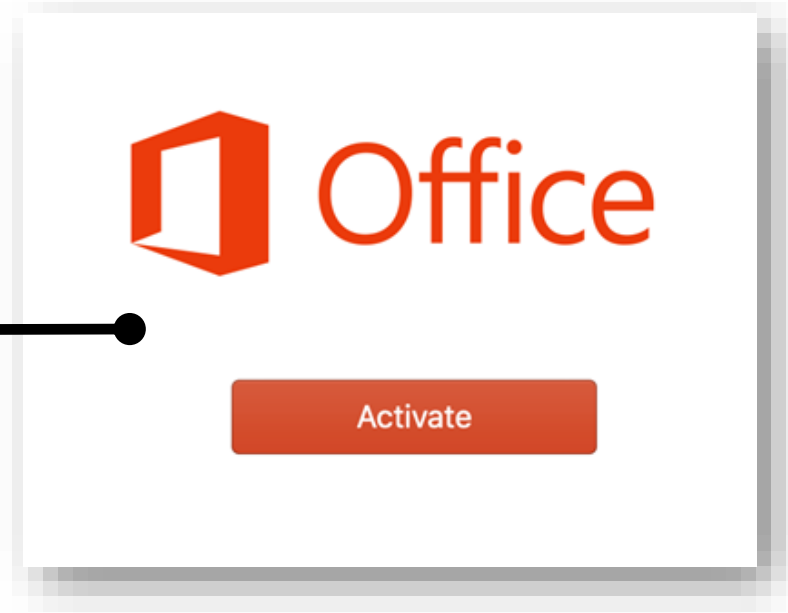
## Getting Free Access to Word & PowerPoint

# 2 Install at Home

So after installation,  
you need to **Activate**  
the software

So open **Word**

Then login using your  
school email &  
password



**17Fred.Bloggs@qes.org.uk**

**17Fred.Bloggs@qestudio.org.uk**