Install Office 365 Apps

Open the Play Store by clicking the Launcher icon in the bottom left-hand corner and then click the Play Store icon



Click on the Microsoft app you wish to Install such as Word and PowerPoint > click install

								-	e ×
= 🕨 Go	oogle Play	Q Search for	apps & games						С
	PowerDirector - Video Editor App, Best Vide	HP Print Service Plugin	Microsoft Excel: Create and edit spre	Microsoft OneNote: Save Ideas and Orga	Microsoft Outlook 4.4 ★	Microsoft PowerPoint: Slideshows and pres	Microsoft Word: Write and edit docs on the		
	4.5 🕱	4.4 🕱	4.5 🕱	4.4 🕱		4.4 ★ ▷	4.5 ₩ ₽		
	Microsoft SharePoint 4.4 ★	Microsoft OneDrive 4.5 ★	Microsoft Teams 4.4 ★	e-BRIDGE Print & Capture	Satchel One (previously SMHW)				
				3.9 ★	3.1 ★				

Sign into Satchel One

Sign into Satchel One using the Office 365 option > sign in using school email

Opening Docs in Satchel One

Click the download option of the Homework you wish to complete

After clicking the download option, for instance if it is a docx document this will then open in a new tab in Google Docs > Choose the download option at the top right of the screen

One you click download a pop up will appear on the bottom right-hand side > click the Show in Folder option

This will then open Files where downloads are stored

RM Unify - Launch Pad X RM Unify - Launch Pad X RM	1 Unify - Launch Pad X 💁 Barrie Contraction 🔍 S	Satchel One Learning 🗙 🛃 Stud	lent_Enquiry_Sheet_ × +	• _ e ×		
C C h lb d1c0fc7ib89kee.cloudfront.net/uploads/attachment/file/5541c980972100f8e38e16a6593fbe11/Student_Enquiry_Sheet_Tudors.docx						
Oldbury Wells Boo			_ 🗆 ×			
W Student_E File Edit	My files > Downloads	OPEN - Ū Q E	AZ Download	â Share		
e 🕞 🖓 Audio	Name ::	Size :: Type :: D:	ate modified 🔸			
ے Images	Student_Enquiry_Sheet_Tudors (1).docx	63 KB Word docum To	oday 12:39 PM			
	Screenshot 2021-02-03 at 12.38.48 PM.png	137 KB PNG image To	oday 12:38 PM			
→ 🛄 My files	Student_Enquiry_Sheet_Tudors.docx	63 KB Word docum To	oday 12:38 PM			
2 Downloads	Screenshot 2021-02-03 at 12.38.25 PM.png	129 KB PNG image To	oday 12:38 PM			
► Play files	Screenshot 2021-02-03 at 12:37.57 PM.png	136 KB PNG image To	oday 12:37 PM			
🕨 🔥 Google Drive	Screenshot 2021-02-03 at 12.37.23 PM.png	118 KB PNG image To	oday 12:37 PM			
	Screenshot 2021-02-03 at 12.35.30 PM.png	284 KB PNG image To	day 12:35 PM			
0	o 💿 🧔		Sign out GI	8 🚯 😪 🔒 12:39		

Then if you "Right Click" using TWO FINGERS (Forefinger and middle finger)

This will then give you a menu that you need to choose the option OPEN WITH and choose WORD

RM RM Unify - Laund	h Pad 🗙 🛛 RM Unify - Launch Pad 🛛 🗙 🗍 RM	Unify - Launch Pad 🛛 🗙		Satchel One Learning X	Student_Enquiry_Sheet	× +	• _ @ ×
$\leftarrow \rightarrow$ C \triangle	d1c0fc7ib89kee.cloudfront.net/uploads	attachment/file/5541c9	080972100f8e38e16a6593fbe11/5	tudent_Enquiry_Sheet_Tu	dors.docx		☆ 😕 :
Oldbury Wells Boo					:	×	
W Student_ File Edit	E 🕜 Recent	My files > Download	ls	OPEN 👻 🗍	Q 🌐 Aż		â Share
• • •	Audio	Name		Size :: Type	$::$ Date modified \downarrow		
	images	Screenshot 2021-	02-03 at 12.39.14 PM.png	131 KB PNG image	Today 12:39 PM		
	L videos	Student_Enquiry_	Sheet Tudors (1) docx	63 KB Word docur	m Today 12:39 PM		
	▼ 🛄 My files	Screenshot 2021	Open with Office Editing for Docs, S	inage inage	Today 12:38 PM		
	🛃 Dow 🧭 Office Editing for Docs, S	Sheets & Slides (default)	Open with	rd docur	m Today 12:38 PM		
	Word		Cut	Ctrl+X S image Today	Today 12:29 PM	PM	
	Change default		Сору		Today 12.30 FW		
	Google Drive	<u> </u>		Ctrl+V ³ image	Today 12:37 PM		
		Screenshot 2021	Get info	Space ^{\$} image	Today 12:37 PM		
		Screenshot 2021-	Rename	Ctrl+Enter ≩ image	Today 12:35 PM		
			Delete	Alt+Backspace			
			Zip selection				
			New folder	Ctrl+E			
0			- 😲 💌 🛄			Sign out GI	3 🚯 🗣 🔒 12:39

This will then open the document in Word. You will need to sign in to edit the document. This will be using your school credentials (school email and password)

÷			_ @ ×
To edit and save, sign in with	a subscription.	Sign	n Dismiss
Our	Unit Enquiry Question: 'Tudor I Your Task – During this unit you the Tudor monarchs – the most find out more during your lesso evidence you uncover. Your evi other useful information from o asked your opinion – Are we rig	England: A success story?' 1485-1603 a will investigate key events from the reigns of famous rulers in our nation's history. As you ns and your home learning keep a record of the idence might include names, events, dates and our time period. At the end of the unit you will be the to describe Tudor England as being a story of	2
	success?		
The	Tudor monarchs were a success	The Tudor monarchs were a failure	_
My ev	idence:	My evidence:	
0			GB 🙆 🗢 🔒 12:40

Next choose the Sign in option

÷			_ @ ×
	Student_Enquiry_Sheet_Tudors (1) - Read-only		
To edit and save, sign in with a subscription.		Sign in	Dismiss
Our Unit Enquiry Ques Your Task – Du the Tudor mor find out more evidence you other useful asked your on success? The Tudor monarchs we My evidence:	Coffice Get things done on the go.	cess story?' 1485-1603 events from the reigns of r nation's history. As you earning keep a record of the e names, events, dates and he end of the unit you will be r England as being a story of onarchs were a failure	
0	9 9	Sign out GE	3 🕘 🗣 🔒 12:40

Next enter your school username and password.

÷		-	e ×
	Enter your credentials		
	Username		
	Password		
	Cancel Login		
0	Sign out GB 🜑	°	12:41

Save a copy

I would suggest saving a copy to your OneDrive as this will allow you to access the document on any device

Popular shortcuts

- Take a screenshot: Press Ctrl + Show windows
- Take a partial screenshot: Press Shift + Ctrl + Show windows 🛄 , then click and drag.
- Take a screenshot on tablets: Press Power button + Volume down button.
- Turn Caps lock on or off: Press Search \bigcirc + Alt. Or press Launcher \bigcirc + Alt.
- Lock your screen: Press Search Q + L. Or press Launcher $^{\textcircled{o}}$ + L.
- Sign out of your Google Account: Press Shift + Ctrl + q (twice).
- See all keyboard shortcuts: Press Ctrl + Alt + / (forward slash).