



Accessing  
OneNote from  
your email

Mr Goodall shared "11 Computer Science" with you.



Mr Goodall

Mon 23/09/2019 12:53

To: Pupil anmes



Here's the document that Goodall, Daniel shared with you.



This link only works for the direct recipients of this message.



11 Computer Science



Microsoft OneDrive

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Once a class notebook has been set up, an email will automatically be generated and sent to you.

Login to your emails and just click the link in the email to gain access...

Under your name there are sections and pages. Sections are for each topic or task type and the pages within these are for teachers notes and your work space.

OneNote | TEACHER | 7B2 - IT | 7B2 - IT

File Home Insert Draw View Help Class Notebook Open in app Tell me what you want to do

Comic Sans MS 11 B I U Styles Tags abc

7B2 - IT

Welcome Untitled Page

> \_Collaboration Space

> \_Content Library

Your Name

Digital Literacy

Spreadsheets

Programming

Introduction to Com...

E-Safety

Excel Xmas

List

open evening

It

- You can use the school system to create, save and locate files. As well as organise your own files and folders.
- You can use Microsoft Word to create a text document with a suitable title, using bold and underline.
- You can use Microsoft Word to set up tables of information, using appropriate fonts, colours and table formatting.
- You can create a presentation in PowerPoint with an appropriate combination of text, images and design.
- You can enter data into an excel spreadsheet and use simple formulae to add, subtract, multiply and divide.
- You can use the SUM function to calculate totals in Excel, as well as being able to generate suitable graphs.
- Aim to utilise advanced features in PowerPoint to enhance your presentation such as animations, transitions, image editing and hyperlinks to meet the needs of the target audience.

+ Section + Page