# Year 7 Bite Autumn Term

#### Username

25 + initial of your first name + your surname

## 24hjones

Password – Abc12345 (create one you will remember)

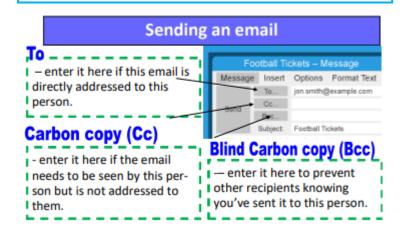
### Office 365

You can log on to your school drive at home using your email and school password

Email address is

Firstname.surname@Barnsley-academy.org

Password is the same



| lcon          | Skill                  | Explanation             |
|---------------|------------------------|-------------------------|
| 🖺 Сору        | Copy or use Ctrl & C   | Copies the text or      |
|               |                        | image                   |
|               | Pastes or use Ctrl & V | Pastes copied images    |
| Paste         |                        | and text in             |
| В             | Bold                   | Makes the selected      |
|               |                        | text bold.              |
| I             | Italic                 | Italicizes the selected |
|               |                        | text.                   |
| <u>U</u>      | Underline              | Underlines the          |
|               |                        | selected text.          |
| ≡             | Center                 | Centers the text on     |
|               |                        | the page.               |
| 11 ~ A^ A*    | Font Size              | Changes the size of     |
|               |                        | the text.               |
| = ~           | Bullets                | Adds bullet points to a |
|               |                        | list.                   |
| <u>A</u> ~    | Text Colour            | Changes the colour of   |
|               |                        | the text.               |
|               | Header and Footer      | Adds text to the top or |
| Handan Fantan |                        | bottom of each page.    |
| Header Footer |                        |                         |
|               |                        |                         |

## **Searching the internet**

Remember to use keywords only

When copying from the internet copy the URL to show where you have taken the information from