

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







Sending an email



To
– enter it here if this email is directly addressed to this person.

Carbon copy (Cc)
– enter it here if the email needs to be seen by this person but is not addressed to them.

Blind Carbon copy (Bcc)
– enter it here to prevent other recipients knowing you've sent it to this person.

Icon	Skill	Explanation
 Copy	Copy or use Ctrl & C	Copies the text or image
 Paste	Pastes or use Ctrl & V	Pastes copied images and text in
B	Bold	Makes the selected text bold.
<i>I</i>	Italic	Italicizes the selected text.
<u>U</u>	Underline	Underlines the selected text.
	Center	Centers the text on the page.
11 ▼ A [^] A ^v	Font Size	Changes the size of the text.
	Bullets	Adds bullet points to a list.
A ▼	Text Colour	Changes the colour of the text.
  Header Footer	Header and Footer	Adds text to the top or bottom of each page.

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