

Office.com

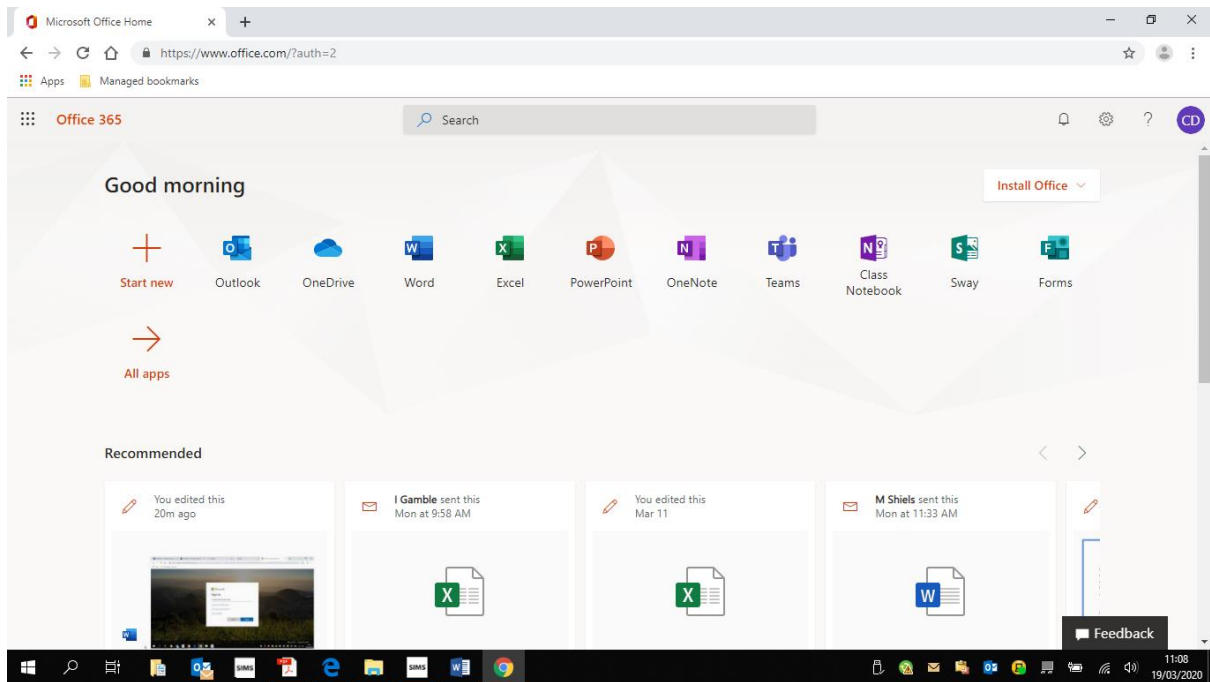
Log in with your school log in details

For example- [cduddy605@c2ken.net](mailto:cduddy605@c2ken.net) and your password

Remembering the c2ken bit is really important!

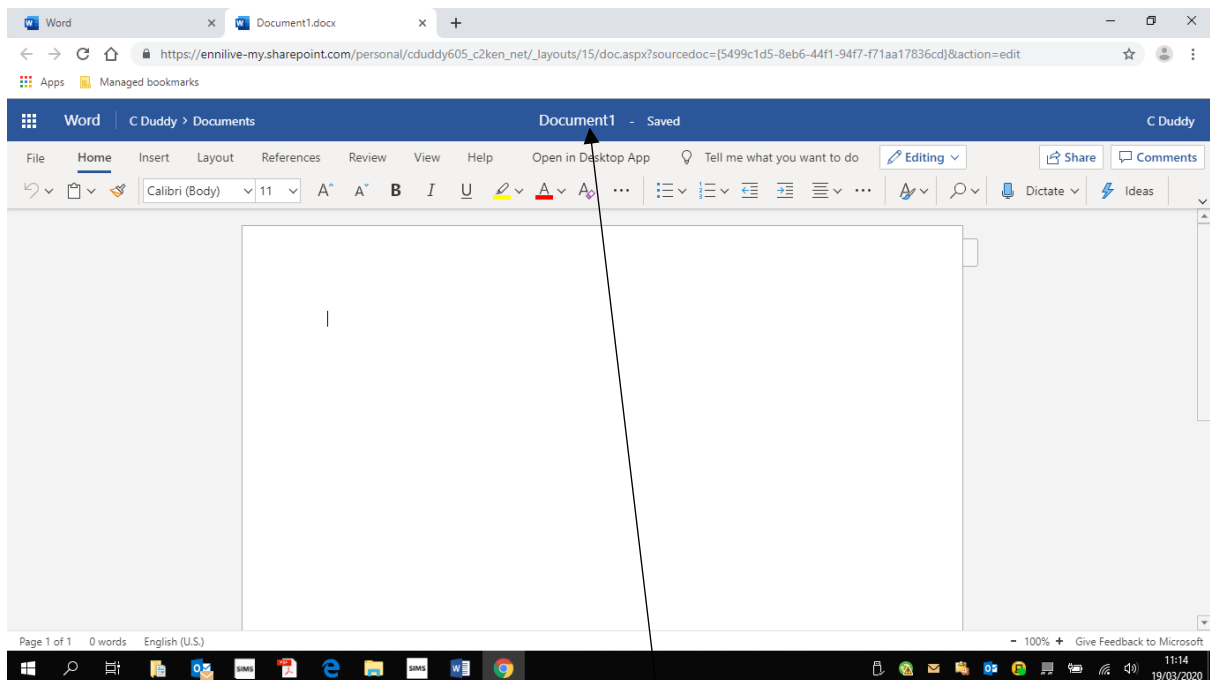
If you can't remember your password get your mum or dad to contact Mr Duddy by email [cduddy605@c2kni.net](mailto:cduddy605@c2kni.net) or by messaging through the school Facebook Page and I'll reset your password.

A new box will pop up asking for your log in details again- re-enter (This only has to be done the first time that you log in)

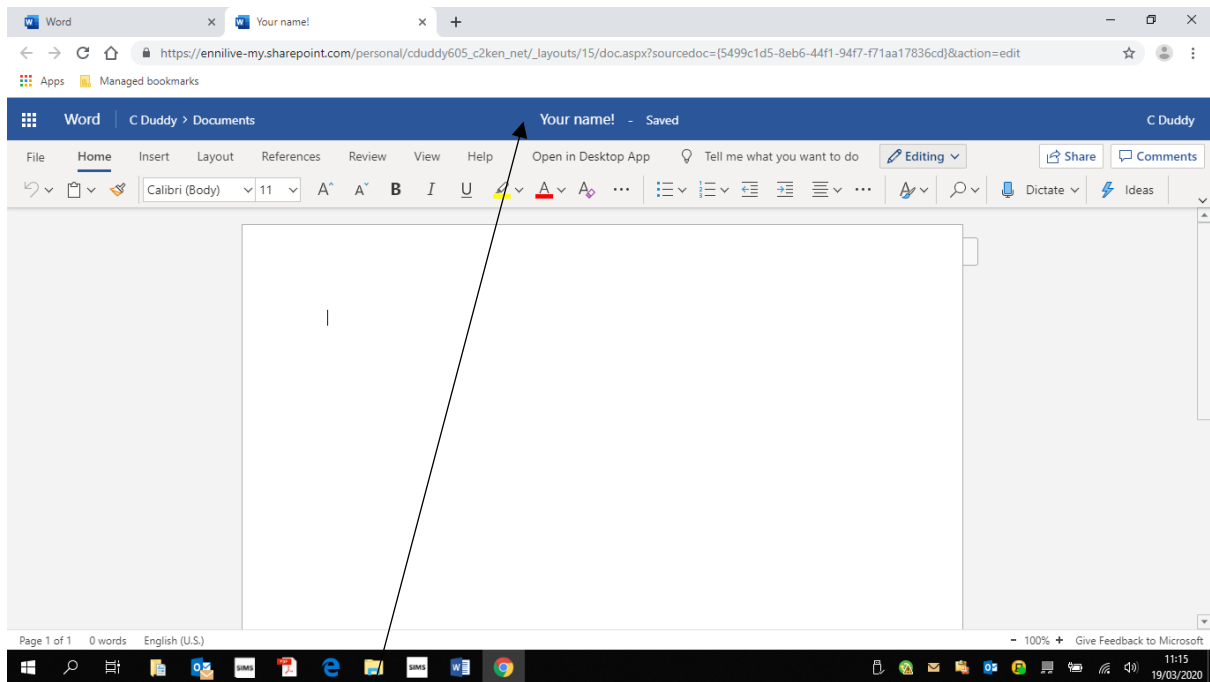


This will take you to your home page where you can see the tools available

Test out by opening a blank Word document



Rename the document by clicking where it says Document1



Give the document a name

Type up a paragraph about your thoughts and opinions on schools having to close- just a paragraph!

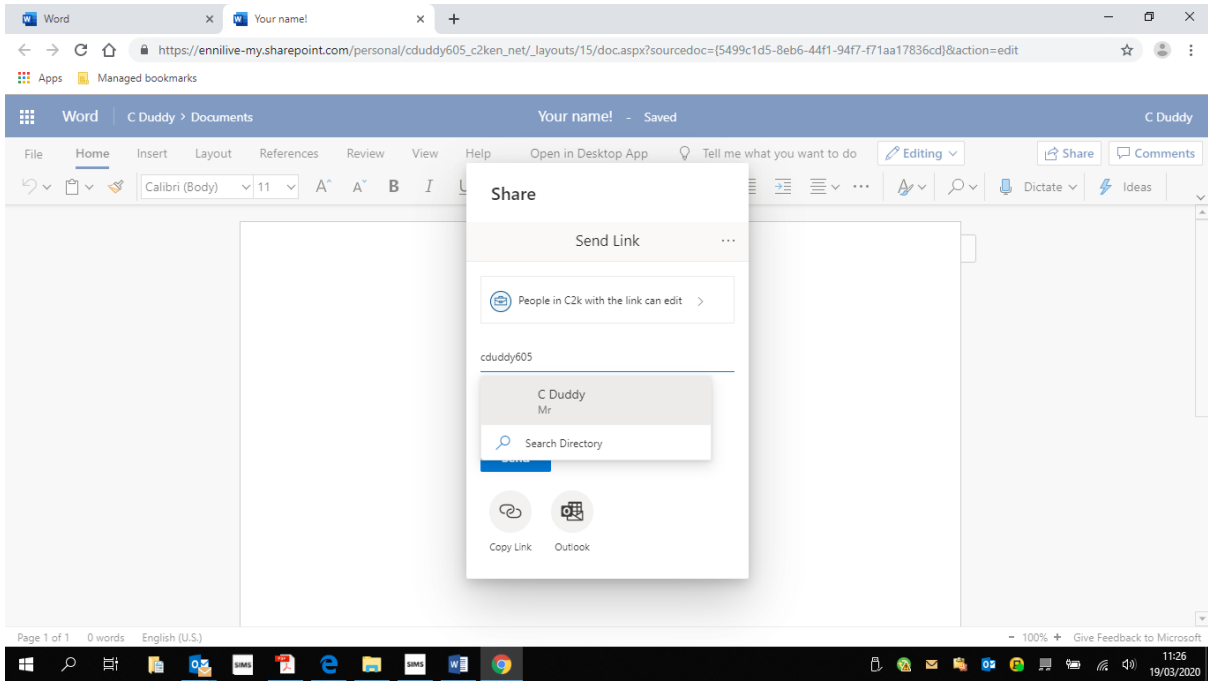
Add an image- using Insert

Then Share your work with your teacher and Mr Duddy

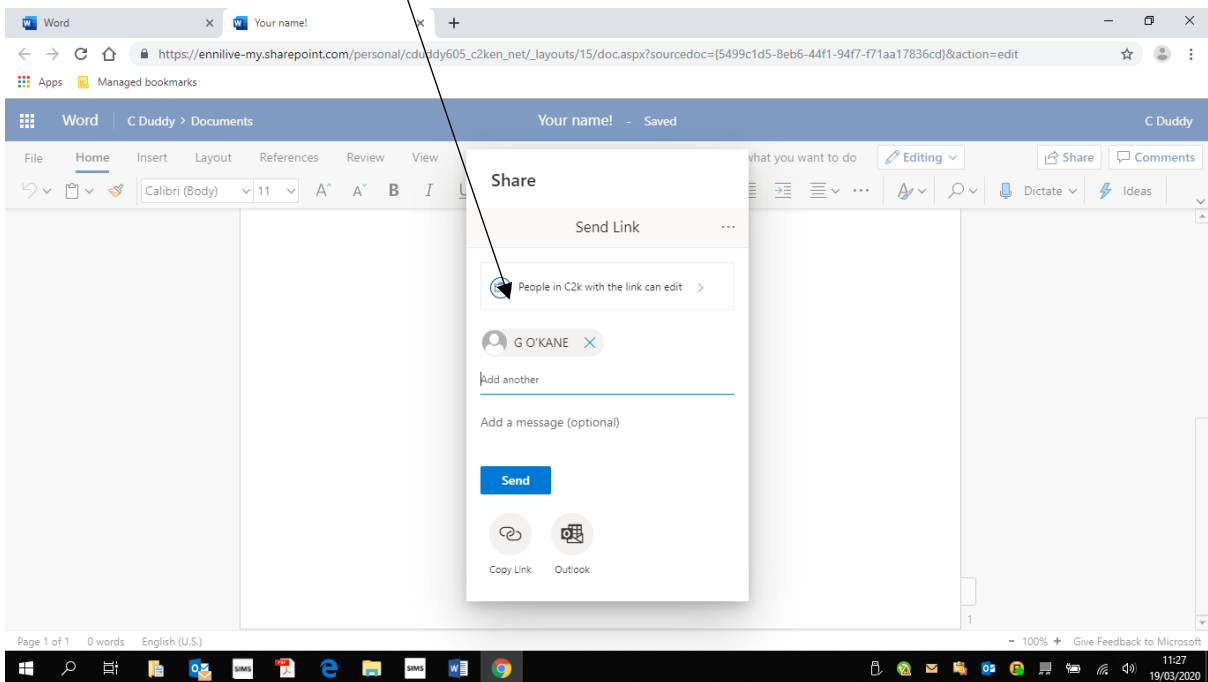
[Gokane534@c2ken.net](mailto:Gokane534@c2ken.net)

[Cduddy605@c2ken.net](mailto:Cduddy605@c2ken.net)

[Skelly773@c2ken.net](mailto:Skelly773@c2ken.net)



Click on your teacher's name



And send link