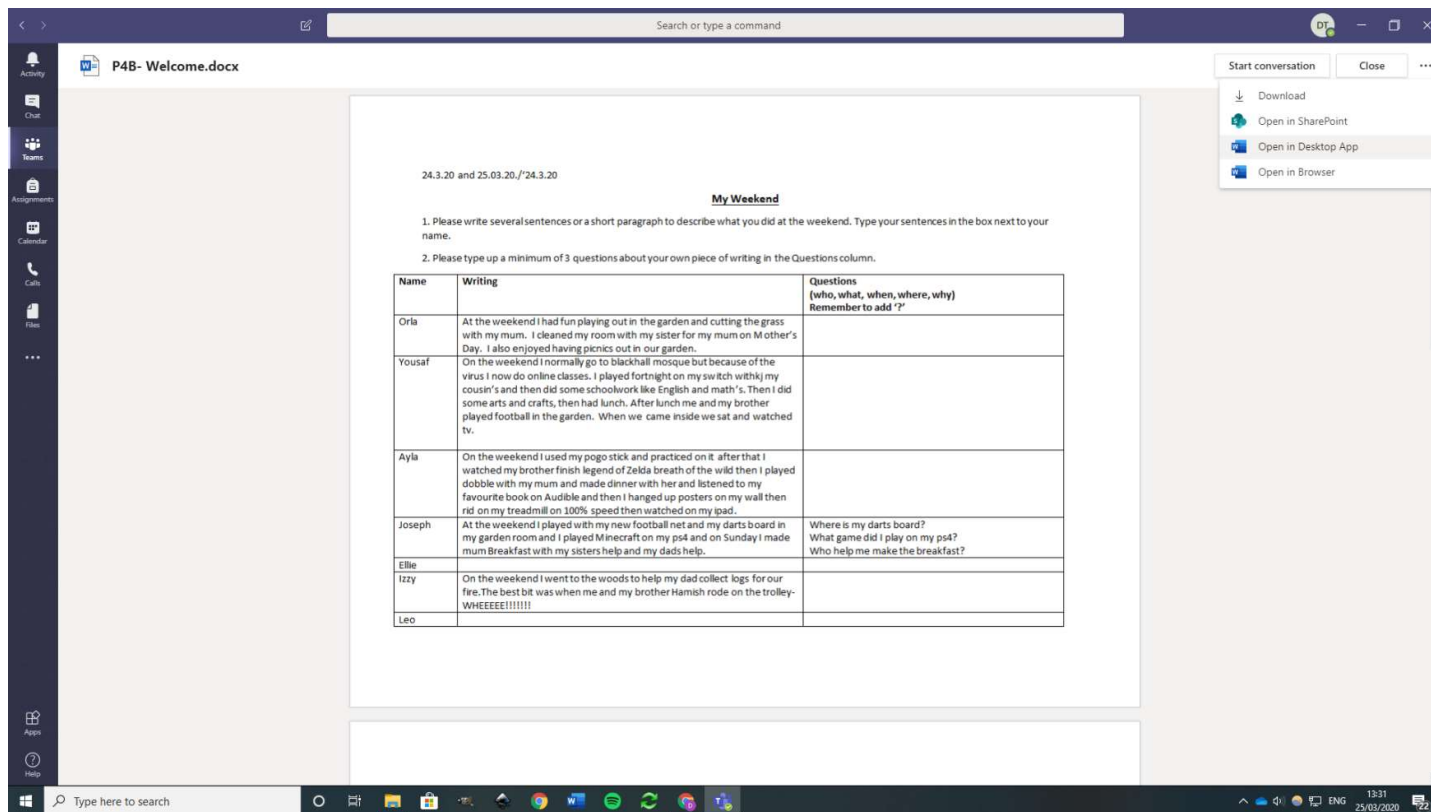


Instructions for typing into or editing a Microsoft Word document uploaded to Microsoft Teams.

Option 1 - Clicking on the file will usually open it so you can type directly into the document but when the internet is slow this option isn't available.

Option 2 - If you can open a Microsoft Word document in Microsoft Teams but can't type into it then click on the 'three dots' at the top right corner of the screen (see image below). Then select either 'open in Desktop App' if you have Microsoft Office installed on your laptop/desktop /tablet (which you can for free) or select 'Open in Browser' and this will take you to the internet-based version of MS Word.



The screenshot shows the Microsoft Teams interface with a Word document titled "P48- Welcome.docx" open. The document content includes a date range "24.3.20 and 25.03.20./24.3.20", a heading "My Weekend", and two numbered instructions. Below the instructions is a table with three columns: "Name", "Writing", and "Questions [who, what, when, where, why] Remember to add '?'". The table contains data for several individuals, including Orla, Yousaf, Ayla, Joseph, Elle, Izzy, and Leo. A context menu is open in the top right corner of the document view, showing options: "Start conversation", "Close", "Download", "Open in SharePoint", "Open in Desktop App", and "Open in Browser". The "Open in Desktop App" option is highlighted.

Name	Writing	Questions [who, what, when, where, why] Remember to add '?'
Orla	At the weekend I had fun playing out in the garden and cutting the grass with my mum. I cleaned my room with my sister for my mum on Mother's Day. I also enjoyed having picnics out in our garden.	
Yousaf	On the weekend I normally go to blackhall mosque but because of the virus I now do online classes. I played fortnight on my switch withkj my cousin's and then did some schoolwork like English and math's. Then I did some arts and crafts, then had lunch. After lunch me and my brother played football in the garden. When we came inside we sat and watched tv.	
Ayla	On the weekend I used my pogo stick and practiced on it after that I watched my brother finish legend of Zelda breath of the wild then I played dabble with my mum and made dinner with her and listened to my favourite book on Audible and then I hanged up posters on my wall then rid on my treadmill on 100% speed then watched on my ipad.	
Joseph	At the weekend I played with my new football net and my darts board in my garden room and I played Minecraft on my ps4 and on Sunday I made mum Breakfast with my sisters help and my dads help.	Where is my darts board? What game did I play on my ps4? Who help me make the breakfast?
Elle		
Izzy	On the weekend I went to the woods to help my dad collect logs for our fire. The best bit was when me and my brother Hamish rode on the trolley- WHEEEEE!!!!!!!	
Leo		

If you have opened a Microsoft Word document using the 'open in Desktop App' please ensure the 'Autosave' option is set to on in the top-left corner (see below). This means your work is automatically saved and you can simply close MS Word using the cross in the top right corner. Then reopen the file in MS Teams and you'll find that your writing is saved and the document updated.

The screenshot shows the Microsoft Word interface. In the top-left corner, the 'AutoSave' toggle is turned on. The document title is 'P4B- Welcome.docx' and it was last modified 5m ago. The ribbon is set to 'Home' with various font and paragraph options visible. The document content is as follows:

24.3.20 and 25.03.20 / 24.3.20

My Weekend

1. Please write several sentences or a short paragraph to describe what you did at the weekend. Type your sentences in the box next to your name.
2. Please type up a minimum of 3 questions about your own piece of writing in the Questions column.

Name	Writing	Questions (who, what, when, where, why) Remember to add '?'
Orla	At the weekend I had fun playing out in the garden and cutting the grass with my mum. I cleaned my room with my sister for my mum on Mother's Day. I also enjoyed having picnics out in our garden.	
Yousaf	On the weekend I normally go to blackhall mosque but because of the virus I now do online classes. I played fortnight on my switch with my cousin's and then did some schoolwork like English and math's. Then I did some arts and crafts, then had lunch. After lunch me and my brother played football in the garden. When we came inside we sat and watched tv.	
Ayla	On the weekend I used my pogo stick and practiced on it after that I watched my brother finish legend of Zelda breath of the wild then I played gobble with my mum and made dinner with her and listened to my favourite book on Audible and then I hanged up posters on my wall then rid on my treadmill on 100% speed then watched on my jpad.	
Joseph	At the weekend I played with my new football net and my darts board in my garden room and I played Minecraft on my ps4 and on Sunday I made mum Breakfast with my sisters help and my dads help.	Where is my darts board? What game did I play on my ps4? Who help me make the breakfast?
Ellie		
izzy	On the weekend I went to the woods to help my dad collect logs for our fire. The best bit was when me and my brother Hamish rode on the trolley- WHEEEEE!!!!!!	
Leo		

Page 1 of 3 | 975 words | English (United States) | 13:46 | 25/03/2020