Online office and snipping tool

Task 1

Add a screenshot to the table below using the snippng tool. Change the image to squre so you can move it in to the middle of the table.

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Task 2

Include a screen shot of the link to the online office below

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What 2 pieces of information do you need to log into online office?

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Task 3

Create a word documents using the online word application, add a suitable sentence and save with a suitable name into your one drive.

Task 4

In the one drive share your word document you just created with one of your todays you have today.