



College Email



All students have a College email account while at College:

- Go to <https://www.office.com>
- **Username:** firstname.surname@derwentside.ac.uk
- **Password:** Your initials and date of birth (first initial uppercase, e.g. Joe Bloggs, date of birth 05/07/2006 would be Jb05072006)

Microsoft Office



- All students at Derwentside College have access to Office 365.
- This means you can:
 - Download Microsoft Office onto your PC or laptop (including Macs)
 - Use the online versions of the Microsoft Office packages
 - Use the Microsoft Office apps on your mobile device (phone, tablet or Chromebook)

Download Microsoft Office

- Go to <https://www.office.com>
- Log in with your email address and password
- Click Install Office and follow the onscreen instructions

Use the online versions

- Go to <https://www.office.com>
- Click the app launcher at the top left of the screen and select the package you want to use
- Online versions do not have the same features as the downloaded version

Use the mobile apps

- Go to Play store or App store and install the appropriate app
- Log into the app with your email address and password

OneDrive



- Use the **OneDrive** app to scan your work and send to your Training Consultant/tutor
- [Scan, sign, and share documents - Office Support \(microsoft.com\)](https://www.microsoft.com/onedrive)
- Save work in **OneDrive** and access on any device
- Sign in with your College email address and password (as above)



IT Support

☎ 01207 585980

✉ ict.support@derwentside.ac.uk

A Guide to IT available to all learners

Word



Create documents, write assignments and more

- [Word - Quick Start](#)
- [What is Word?](#)
- [Write and edit](#)
- [Format text](#)
- [Lay out pages](#)
- [Insert tables, pictures and watermarks](#)
- [Save and print](#)
- [Improve Accessibility and ease of use](#)

Excel



Create spreadsheets and charts

- [Excel - Quick Start](#)
- [Introduction to Excel](#)
- [Rows and Columns](#)
- [Cells](#)
- [Formatting](#)
- [Formulas and Functions](#)
- [Tables](#)
- [Charts](#)
- [Pivot Tables](#)

PowerPoint



Create eye-catching presentations

- [Quick Start](#)
- [Introduction to PowerPoint](#)
- [Slides and layouts](#)
- [Text and tables](#)
- [Pictures and graphics](#)
- [Present slideshows](#)
- [Animation, video and audio](#)

Outlook



Communicate with others

- [Create and send email](#)
- [Manage email](#)
- [Organise your inbox](#)
- [Contacts and tasks](#)
- [Calendar](#)

Microsoft Apps **There's a Microsoft app for everything...**

- [Forms](#) - Create surveys and quizzes
- [Sway](#) - Create presentations
- [OneDrive](#) - Save your documents and access anywhere
- [OneNote](#) - Create a digital notebook and access anywhere
- [Planner](#) - Create To Do lists
- [Delve](#) - Connect and collaborate with other people
- [Teams](#) - Access documents and collaborate with others

Find more information on [StudentNet](#) (login required – See above)