

IT-programs and study techniques

Program

WHY CHOOSE OFFICE 365?

MANAGE AND SHARE FILES: ONEDRIVE

MANAGE NOTES: ONENOTE

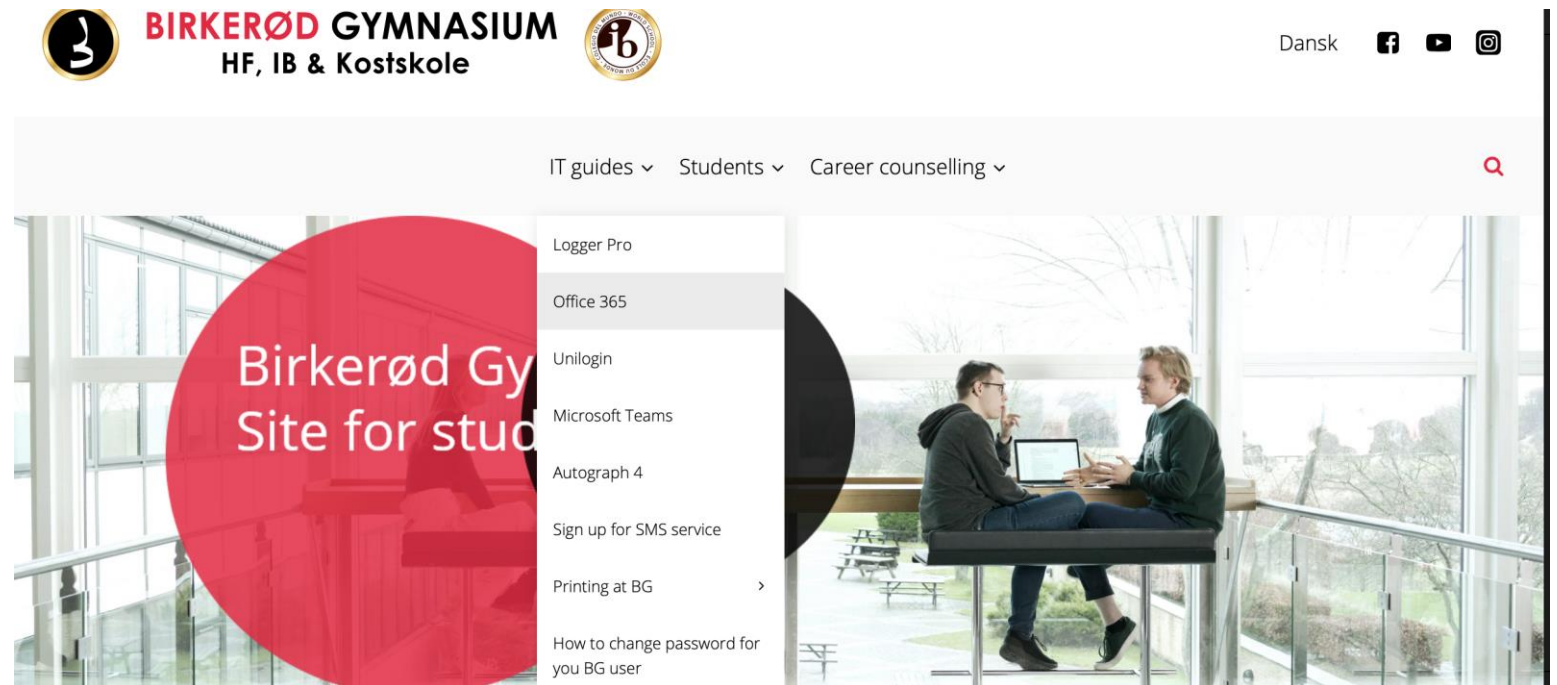
COLLABORATE: TEAMS

HOW TO OPEN, SAVE AND READ PDF's

MANAGE NOTIFICATIONS ON YOUR DEVICES

How do I access the Office 365 suite and other IT programs at school?

- On the student site, there are a number of good IT guides
- Download Office 365:
<https://student.birke-gym.dk/office-365/>
- Download Teams:
<https://student.birke-gym.dk/microsoft-teams/>



Why do I need the Office suite?

- The most important tools for managing files
- Makes it easy to collaborate with classmates and other BG students.
- Protects your data while you're a student at BG

Onedrive

- Gives you storage space in the cloud (frees up space on the computer)
- Create Word documents, PowerPoint presentations, Excel sheets and share them with each other with a link - or through Teams.
- If you are logged in to your Onedrive, your documents will automatically be saved in the cloud - and you will not have to remember to press "save".
- How to log on: Your username is your Lectio username – followed by **@birke-gym.dk**

Onenote

- A great tool for organizing your notes
- Create folders for your subjects as "sections"
- Continuously integrate powerpoints, images, sound clips and other files so you know where to find them again.

Teams

- Use Teams as a collaboration tool (social media for school work)
- Useful for getting in touch with IT quickly
- Can be used for virtual teaching
- Video meetings are also useful for:
 - Group projects where you work from home
 - To get in touch with each other if you are scattered at school.
 - Meetings with your teachers

How to read PDFs

- Some of your teachers will give you homework in pdf format
- It is very important that you learn how to:
 - open them correctly – ie. not in your internet browser
 - save them in your notes and folders on the computer (back up to cloud)
 - actively read and mark them in the program you use to open pdfs with
- I recommend Adobe Reader, which is available in a really nice free version - search online or [follow this link](#)
- Mark – comment – and save!

Manage notifications

- It can be hard to avoid being distracted by social media when you are in school.
- Therefore, we require that you familiarize yourself with how to manage your notifications on your computer and phone.
- You should turn off notifications
 - In school hours
 - Especially for apps that you know will be an issue.

Use the breaks to check in with your friends and family

Questions?

- Don't hesitate to contact the IT office
- The IT office is in B11,5
- You can also use the team *Elever IT hjælp*– or contact them in a chat message on Teams.
- Or you can write them on Lectio 😊