

Educational Services

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If phoning or calling ask for



Dear Parents/Carers,

Microsoft Office – free!

As Christmas (and the January sales) are fast approaching, we know that people often take this time to purchase new technology such as phones, tablets, laptops and computers. We wanted to take this time to inform you of one of the benefits our pupils (and their families) get by attending Prestwick Academy. As part of the licence agreement South Ayrshire Council has with Microsoft, we are entitled to be part of the Microsoft 'Student Advantage' initiative. This initiative gives all pupils access to Office 365 ProPlus (a full version of the Microsoft Office suite) for **free** to use on their own personal devices.

This will make it easy for pupils to access the latest and best version of Office on up to 5 devices providing consistency when learning at home and reinforcing 21st century skills through the use of technology. This is clearly a benefit as pupils will be able to:

- Create Word documents
- Produce spreadsheets using Excel
- Make presentations using PowerPoint
- Use Publisher to create professional looking desktop published documents
- Build shared notebooks using OneNote
- Create databases using Access

These will be available on desktops, laptops, or even on the move, through tablet devices and mobile phones. During the setup process pupils will be required to enter their Glow email address details. If they are not sure of their email address or if they are unable to login to Glow they should speak to a teacher.

To install Office 365 ProPlus on a PC or laptop pupils should login to Glow and click on the Download Office Now tile on their Glow Launchpad.

Increasingly our pupils are expected to make more use of digital technologies and by having office programs and applications across their devices they will be better equipped for the world of work and lifelong learning.

Kind regards,

Miss McCrorie and Mr McCabe
Digital Learning Champions for Prestwick Academy

