Files and programs that are only available on the internet are often referred to as being in the cloud.

These files or programs can be accessed from anywhere on any device with an internet connection. Common examples are BBC iPlayer, iTunes and Spotify.

At The Henry Box School we use Microsoft Office 365 which lets you create and store documents in the cloud. This is really useful as it means you can access your work from any device (phone, laptop, tablet etc) and from anywhere (lessons, library, home).

You can get to your Office 365 account by going to www.office.com and logging in with your school e-mail address and password.

Microsoft Forms lets you create surveys with different closed question types like multiple choice and star rating or open questions where people can write what they like.

Once people have filled out your survey Microsoft Forms shows you charts of the responses which makes them easier to analyse.

Analysing data means studying it to spot any patterns or trends that might be useful. For example most people

- Colour scheme: younger audiences may prefer brighter colours
- Amount of text: older audience may want more information.
- Fonts used: younger audience may prefer more interesting fonts
- Images used: younger audience may prefer simpler images with brighter colours.
- Writing style: Older audiences will expect a more formal writing style and are more likely to notice spelling mistakes.

Documents made on Office 365 are stored in the cloud so they are easy to share with other students or teachers.

You can also e-mail anyone in the school using Microsoft Outlook.

Microsoft PowerPoint uses slides to hold text, images, videos and sound. It’s very useful for presenting to a group or for splitting information up into smaller sections. For example showing the class your volcanoes project in Geography.

Microsoft Word uses pages to organise work. It is good for work that needs lots of writing like essays or letters.

Microsoft Excel uses cells, rows and columns to organise data. It’s very useful for work involving numbers for example making graphs in Science or Maths.

Microsoft Sway holds text, images, videos and sound on one large page. It’s really good for collecting lots of information on a topic for example Romans in History.