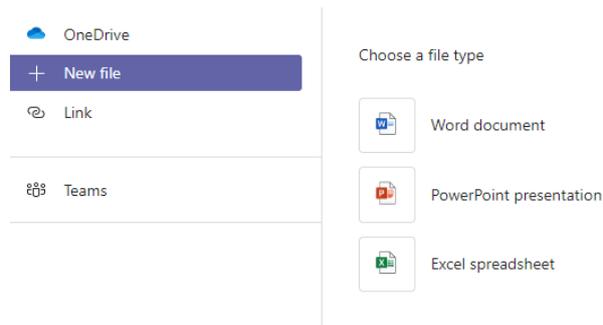


## Creating a file in your assignment to hand in on Teams

When you are looking at your assignment if you need to create a file just for that one you can do this and then hand it in.

1. Log into Microsoft Teams and sign in using your school email address and password.
2. Go to the assignment that you want to create the file.
3. When you are looking at the assignment click on the button that says 'Add work'.
4. This will open a pop up screen and you want to click on the button that says 'New file'.
5. After you have clicked on 'New file' it will give you a choice of what file you want to create and you can choose from Word, PowerPoint or Excel. Choose the file that you want to do.



6. Once you have chosen the file you want to create the next screen will ask you to name the file, give it a name that is relevant to the assignment you are doing and then press the purple button that says 'Attach'. Once you have pressed 'Attach' you will then see this file under the 'My work' section.
7. To start working on this file click on it and it will then open. Complete your work and then once you are finished press close.
8. Once the file has closed press the purple 'Hand in' button.

