Opening Prep work with Google
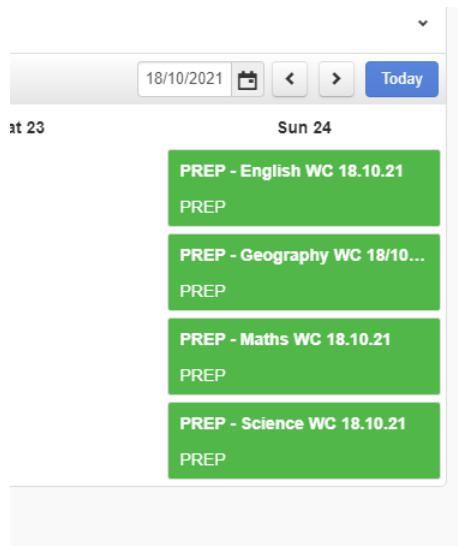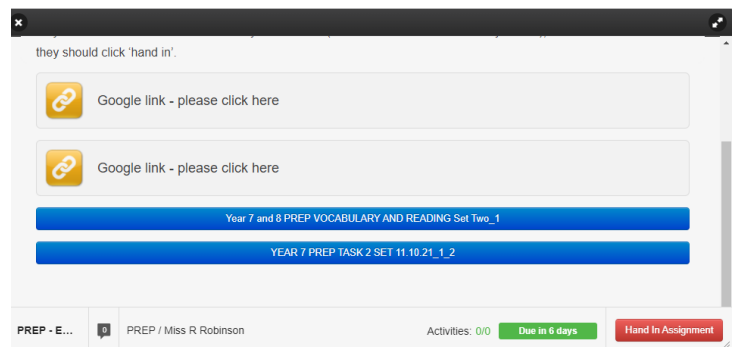
When you don't have Microsoft Office (Word/Powerpoint) on your home device this is a way of using Google to do your homework.
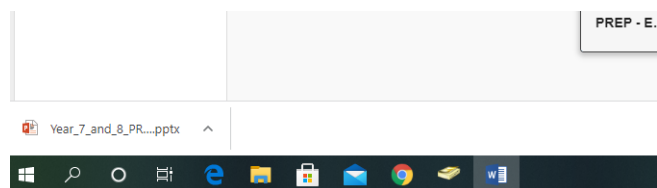
Open Prep

Click on the Link to download your

Document.

It will then appear at the bottom left

of the screen like this

Once you are at this position open a new Google Tab on Chrome and go to
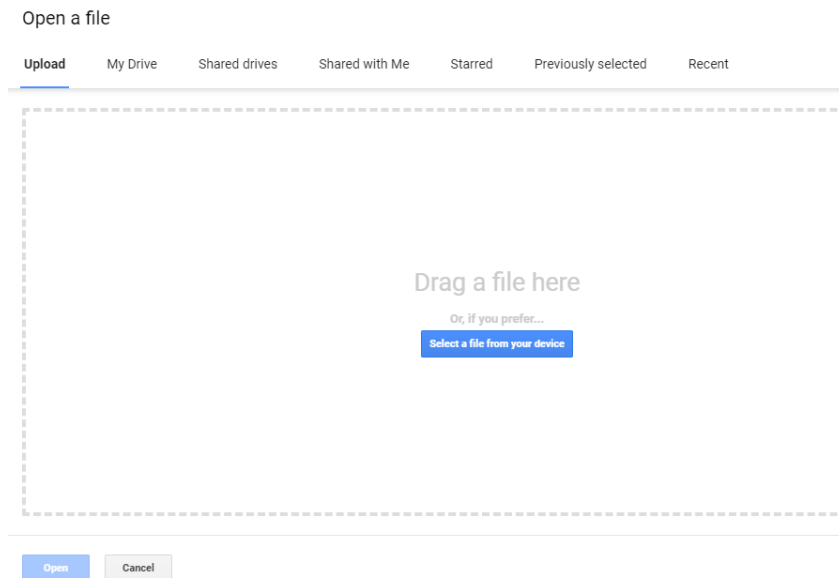
www.docs.google.com   (Word)

www.slides.google.com   (Powerpoint)

www.sheets.google.com   (Excel)

Once you are in the correct google program (docs/slides/sheets) open a new blank document

Then go to "File Open"

Click Upload at the top

Drag the file that should now still be in the bottom left of screen into the box and it should then open.