

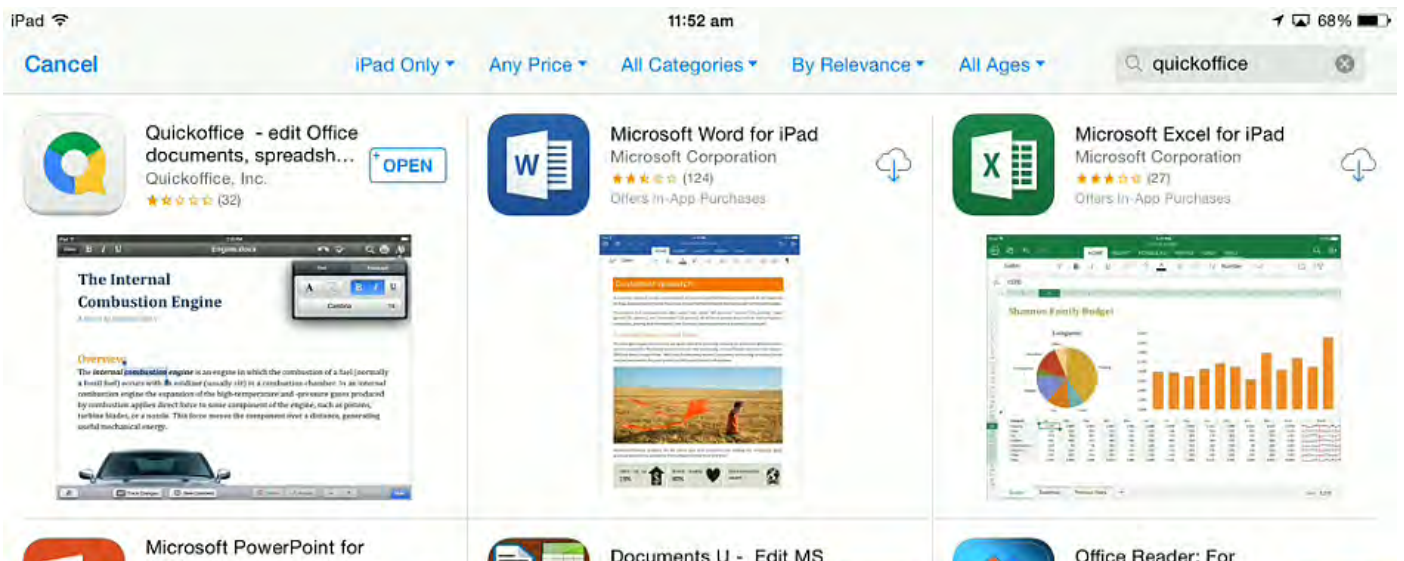


## Quick Office User Guide (Google Account Required)

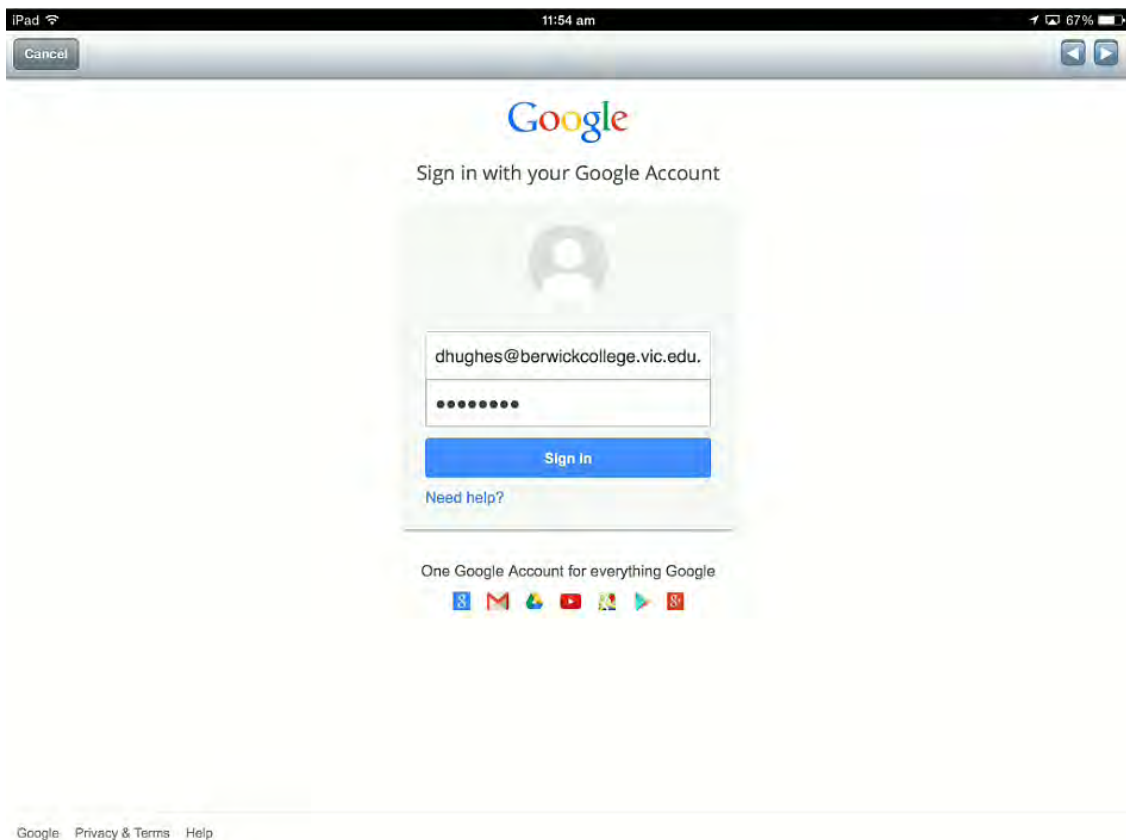
Prepared by Berwick College

Step by Step guide to login to QuickOffice using your @berwickcollege email account

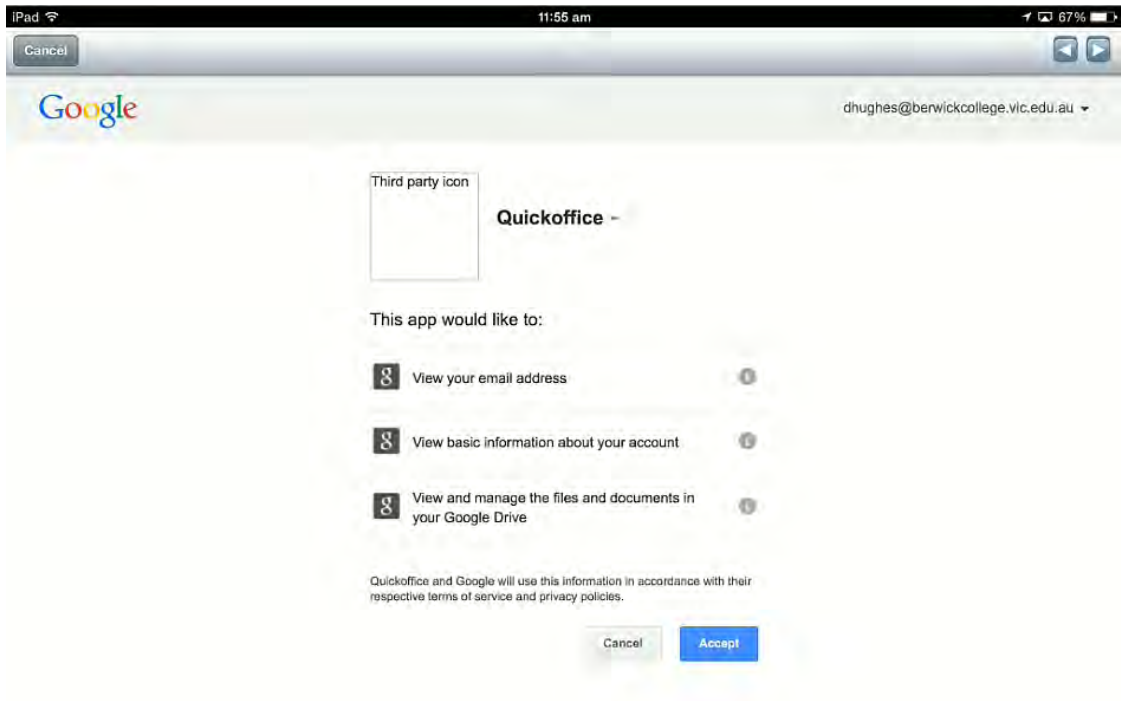
1. Go to the App Store and download Quickoffice



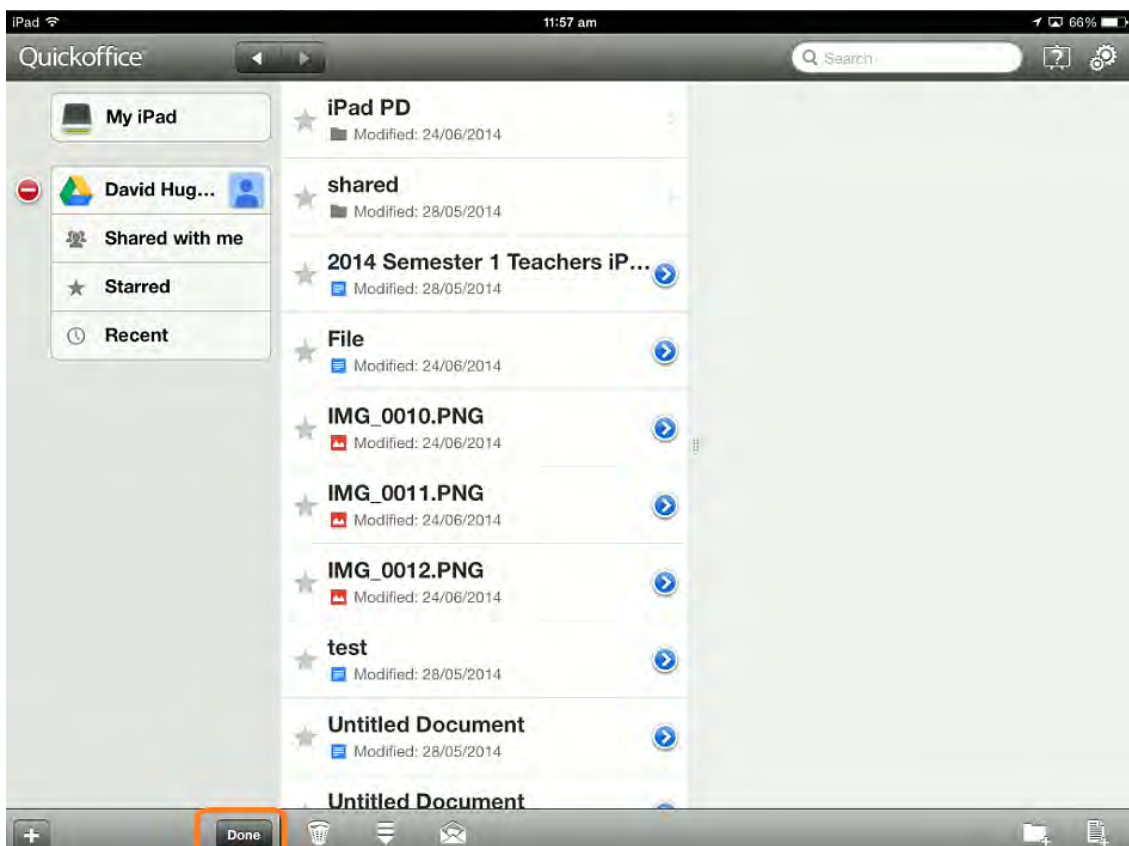
2. Open Quickoffice and click 'Get Started'. Use your @berwickcollege email address and college password to sign in (the same as your Google account) and click accept.



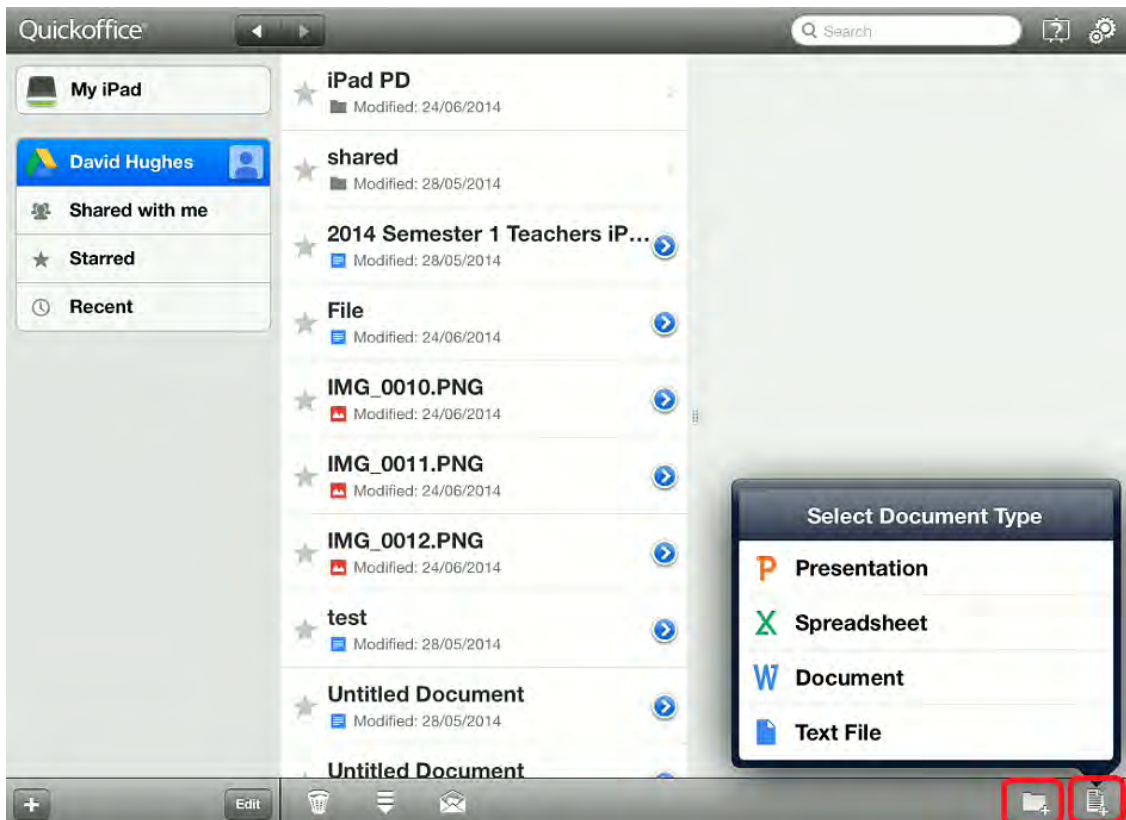
3. Click Accept to allow Quickoffice to access your Google account.



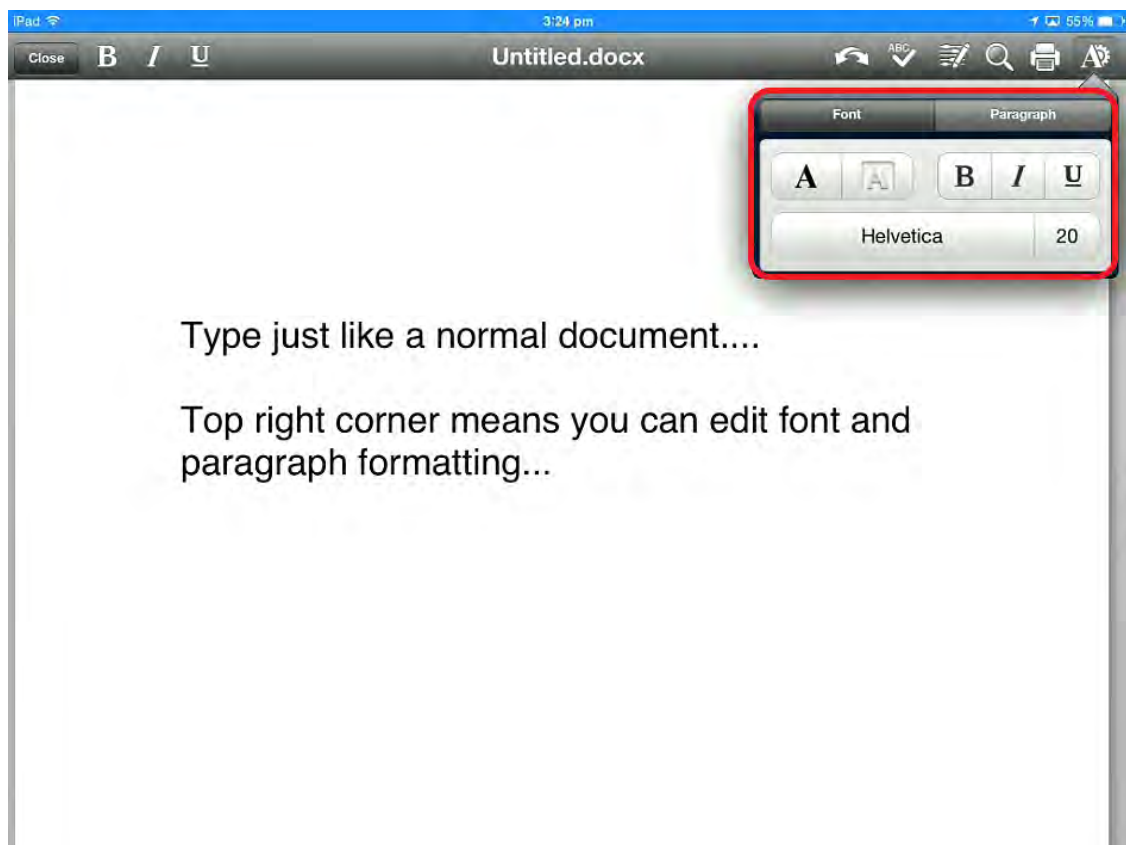
4. If your screen has a red-minus sign next to your Google Drive account, press 'done' in the bottom left corner. Otherwise, continue to step 4.



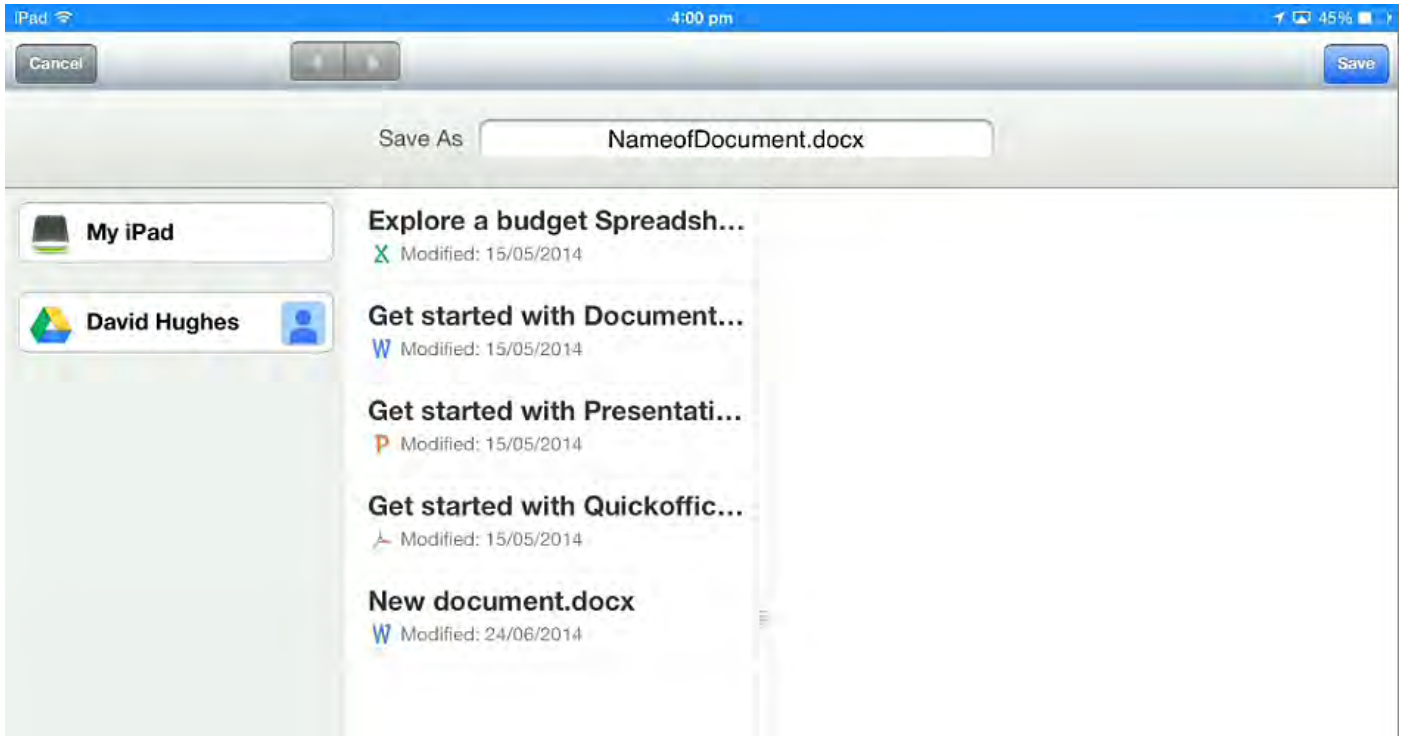
5. To create a new document or new folder to organise your files, click either the folder+ or document+ button at the bottom right of the screen.



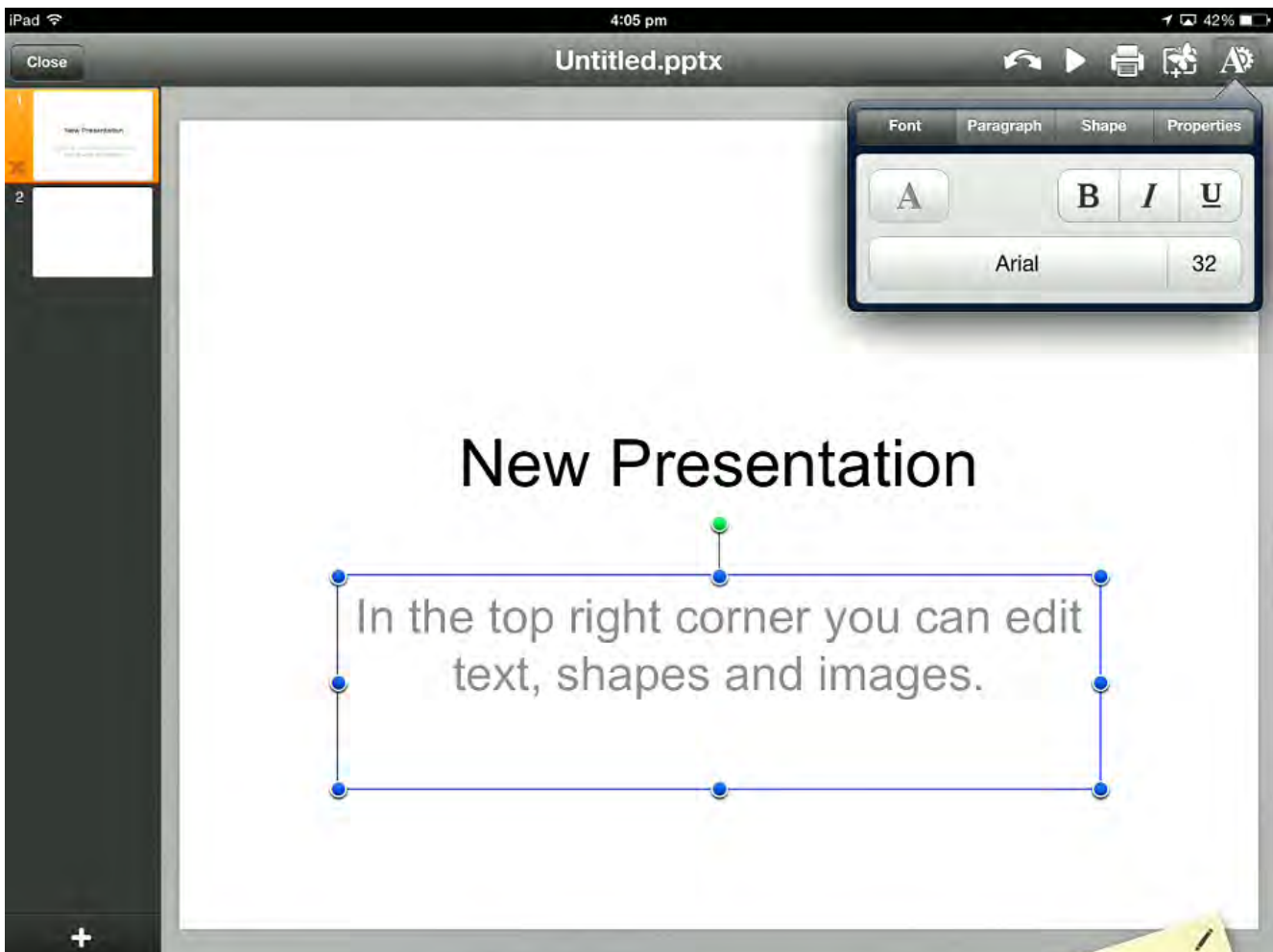
6. If you 'Select Document Type - Document' you'll see the following screen. In the top right of the screen, select the 'A' and you'll be able to edit 'Font' and 'Paragraph' formatting.



7. When you click close, select 'save as' and choose the name of your document.



8. If you 'Select Document Type - Presentation' you'll see the following screen. In the top right corner you have a range of presentation format options.



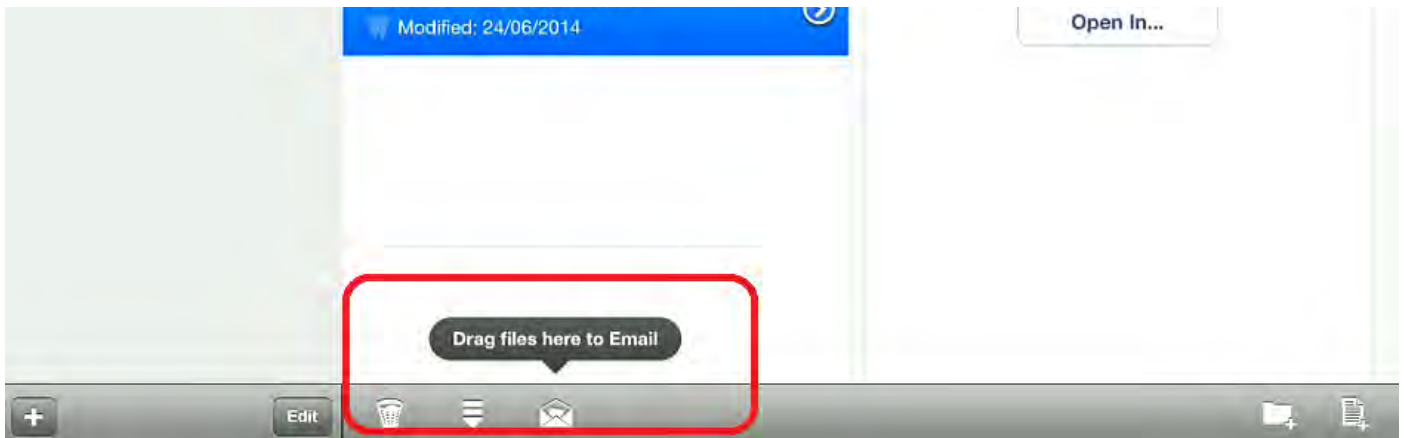
9. If you 'Select Document Type - Spreadsheet' you'll see the following screen. In the top right you'll see a range of spreadsheet formatting options.



10. You have a range of sharing options for your documents in Quickoffice. Click on the right-facing arrow next to any document and click 'Open in...', then select the app you want to open the document in.



11. You can also drag files to the email icon at the bottom to email the document.



### For further help with using Quickoffice...

Click on the 'My iPad' tab in the top left of the screen and you will see Guides for using Spreadsheets, Documents and Presentations.

