



# Polaris office

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# What is it

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- FREE
- Letters
- Power points
- Accounts
- Microsoft office for android



# What can you do?

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- Send files to your self or others
- Look at word, excel, PowerPoint files and edit them
- Create document, letters ect

# Advantages

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- Don't have to pay for Microsoft word
- Can use for free but will include adverts
- Can view word files
- Can use it anytime and anywhere without internet



A large, stylized feather graphic in a light beige color, positioned on the left side of the slide. It has a central rachis with many fine, radiating barbs, giving it a delicate, organic appearance.

# Disadvantages

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- Have to pay to get rid of adverts
- Some special features may cost



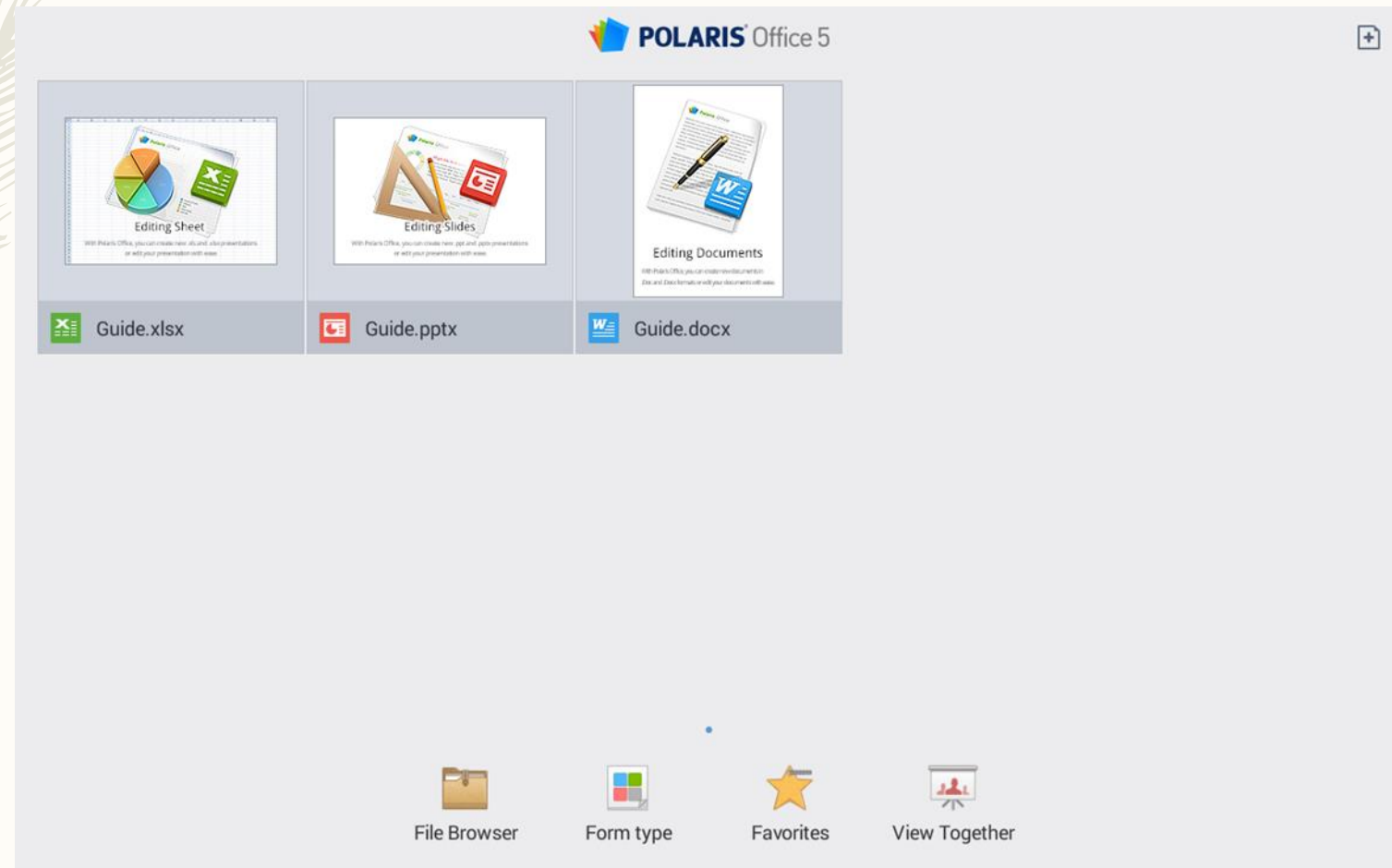
# Getting started

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– [https://www.youtube.com/watch?v=J2Q\\_YlkkbGg](https://www.youtube.com/watch?v=J2Q_YlkkbGg)

# Have a go

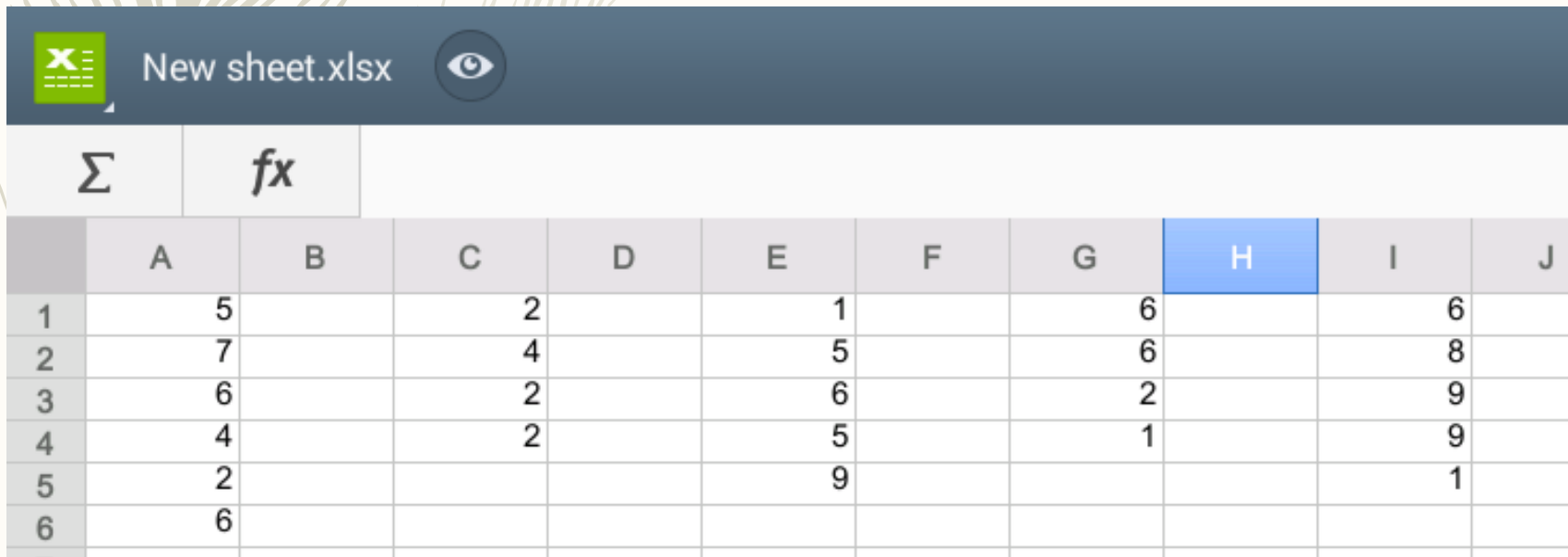
- open Polaris office, and register later, you can then start a excel document, PowerPoint or word document as shown below. We are going to have a go at excel & word.



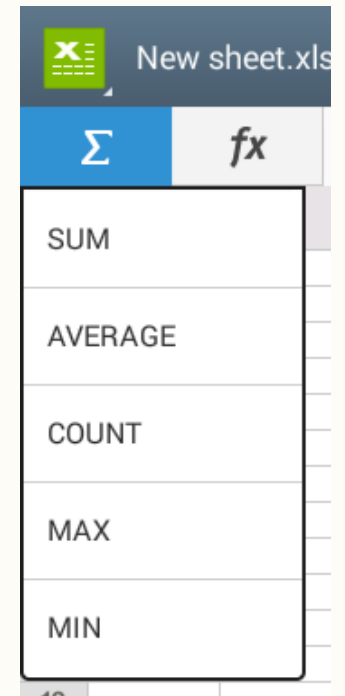


# Excel

Enter the same information as shown below and I shall show you some simple calculations.



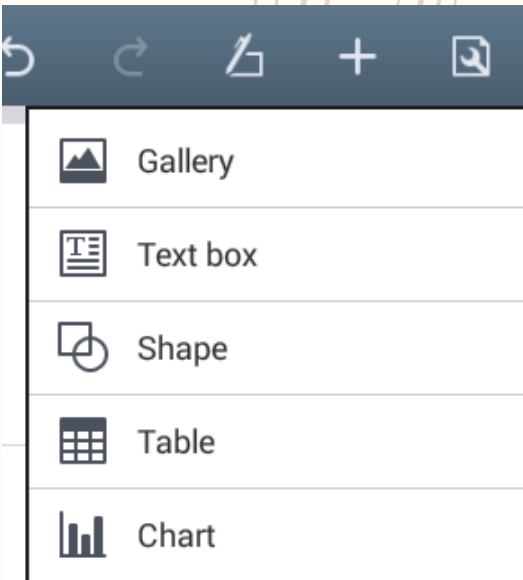
|   | $\Sigma$ | fx |   |   |   |   |   |   |   |   |
|---|----------|----|---|---|---|---|---|---|---|---|
|   | A        | B  | C | D | E | F | G | H | I | J |
| 1 | 5        |    | 2 |   | 1 |   | 6 |   | 6 |   |
| 2 | 7        |    | 4 |   | 5 |   | 6 |   | 8 |   |
| 3 | 6        |    | 2 |   | 6 |   | 2 |   | 9 |   |
| 4 | 4        |    | 2 |   | 5 |   | 1 |   | 9 |   |
| 5 | 2        |    |   |   | 9 |   |   |   | 1 |   |
| 6 | 6        |    |   |   |   |   |   |   |   |   |



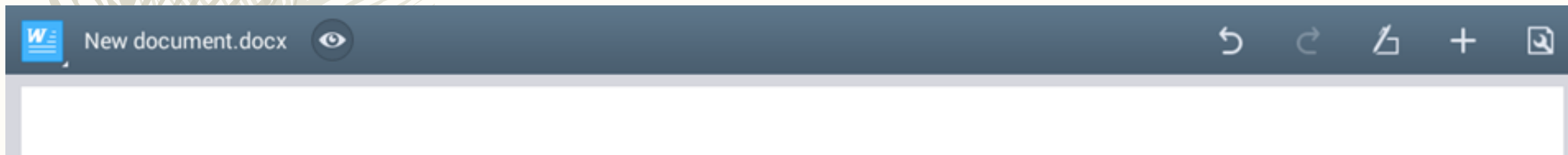
| $\Sigma$ | fx |
|----------|----|
| SUM      |    |
| AVERAGE  |    |
| COUNT    |    |
| MAX      |    |
| MIN      |    |



# Word



- Open a new document
- Choose blank
- Were going to have a go at recreating a simple letter but on your tablet so let have a look at the options.



Hello this is the first letter I have tried on my tablet.

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I hope it makes sense and that this will work.

,

Thank you

See you soon

Tulip boot.

