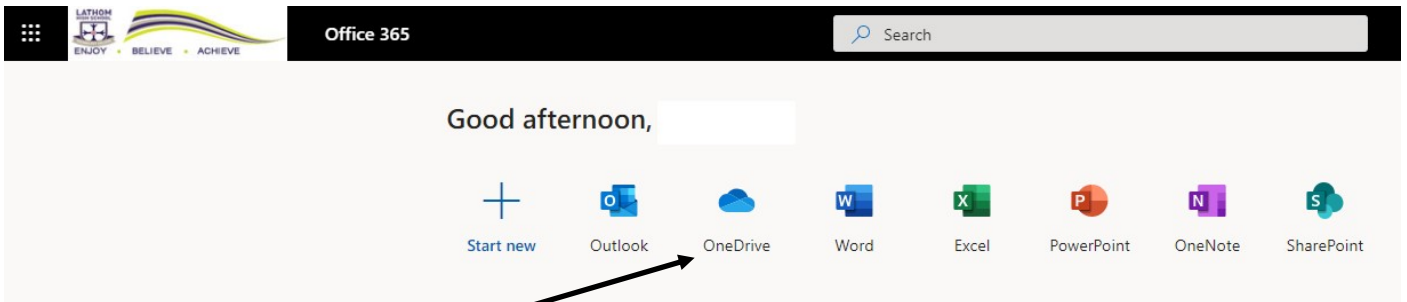
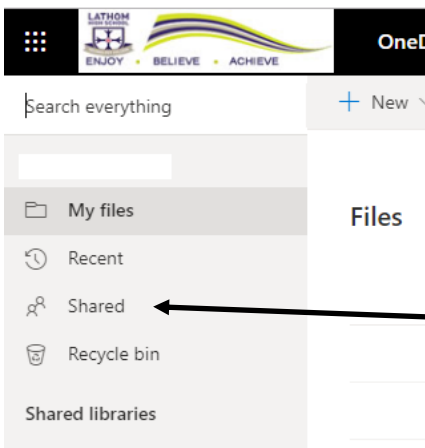


HOW TO ACCESS ONEDRIVE

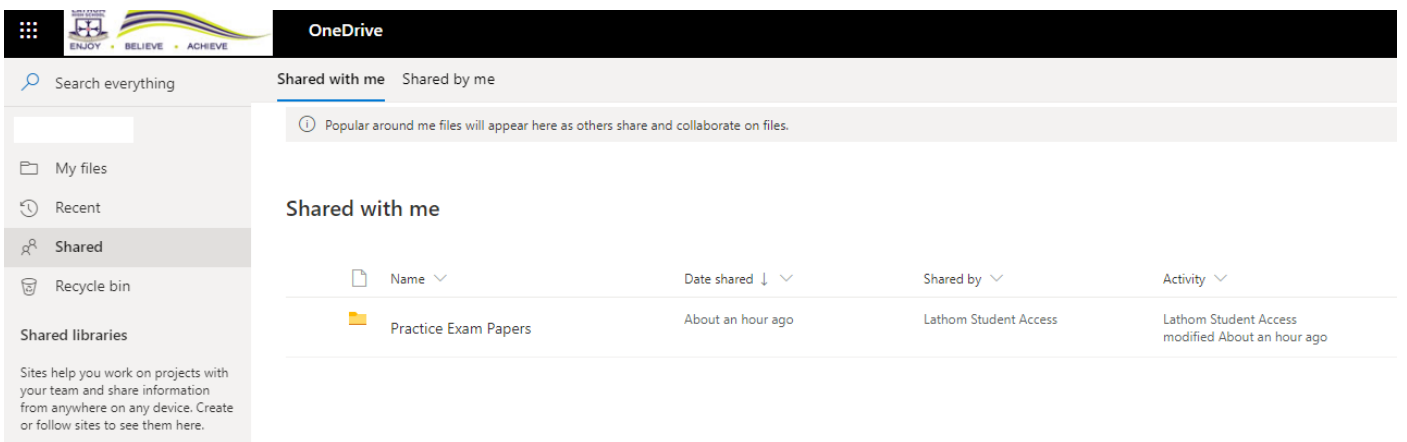
1. Log on to your school email from either the school website or <https://www.office.com>



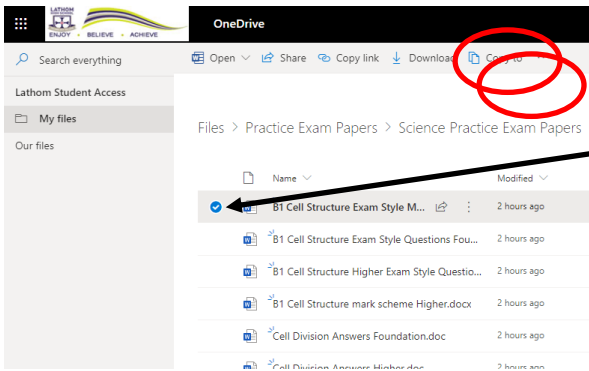
2. Select 'OneDrive'



3. Select 'Shared'



4. You will now see what folders and documents have been shared for you to access



5. Select document you wish to use and click **'Copy to'**

Copy 1 item

B1 Cell Structure Exam Style Mark Sch...

Places

Choose a destination

OneDrive - Lathom Student Access

Your OneDrive

Lathom High School
You haven't followed any sites yet.

[Browse sites](#)

6. Select **'Your One Drive'**

Science

7. Create a folder of the subject

Copy here

8. Select **'Copy here'**

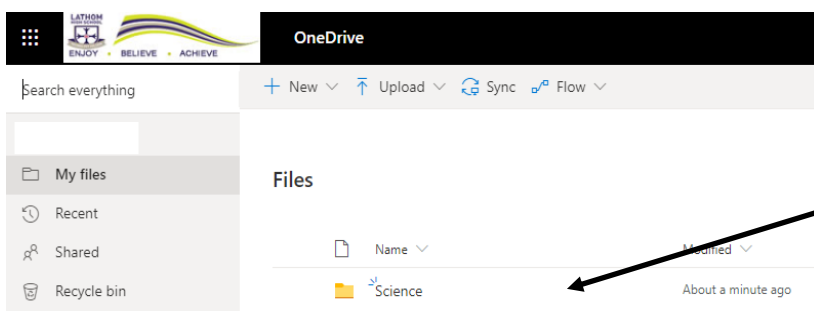
Office 365 →

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- OneDrive
- Excel
- OneNote
- Teams

[All apps](#) →

9. Select **'OneDrive'**



10. You should now be able to see the folder you created and the document you saved.

11. You can now open the document and edit it online.

12. It will now save in your 'OneDrive' area

Word B1 Cell Structure Exam Style Mark Scheme Foundation - Saved

File Home Insert Layout References Review View Help Table Open in Desktop App Tell me what you want to do Editing

Arial 11 A⁺ A⁻ B I U [Color] [Text Color] [Background Color] [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] Normal 00 = Name 00

GCSE Biology only **Foundation**

Question	Answers	Extra information	Mark	AO / Spec. Ref.
01.1	To carry electrical impulses.		1	AO1 B1.1.3 WS 1.2, 4.1
01.2	Any one from: <ul style="list-style-type: none"> It is long It has a myelin sheath / layer of insulation 		1	AO1 B1.1.3 WS 1.2, 4.1
01.3	Increase the surface area. (so) more water/minerals / ions can be absorbed.		1 1	AO2 [Symbol] 1 AO3 [Symbol] 1 B1.1.3 B1.3.1 B1.3.3 B2.3.2 WS 1.2, 3.5, 4.1
01.4	Answer adaptation		1	AO1