A decorative graphic on the left side of the page, consisting of white lines and circles on a blue background, resembling a circuit board or a network diagram. The lines are vertical and horizontal, with some diagonal lines connecting them. The circles are small and are placed at various points along the lines.

STEP-BY-STEP GUIDE FOR USING MICROSOFT OFFICE LENS APP WITH ANDROID

1. Download Microsoft Office Lens App (Free App) from Play Store
2. Search and Open the App

11:31

67%

office lens

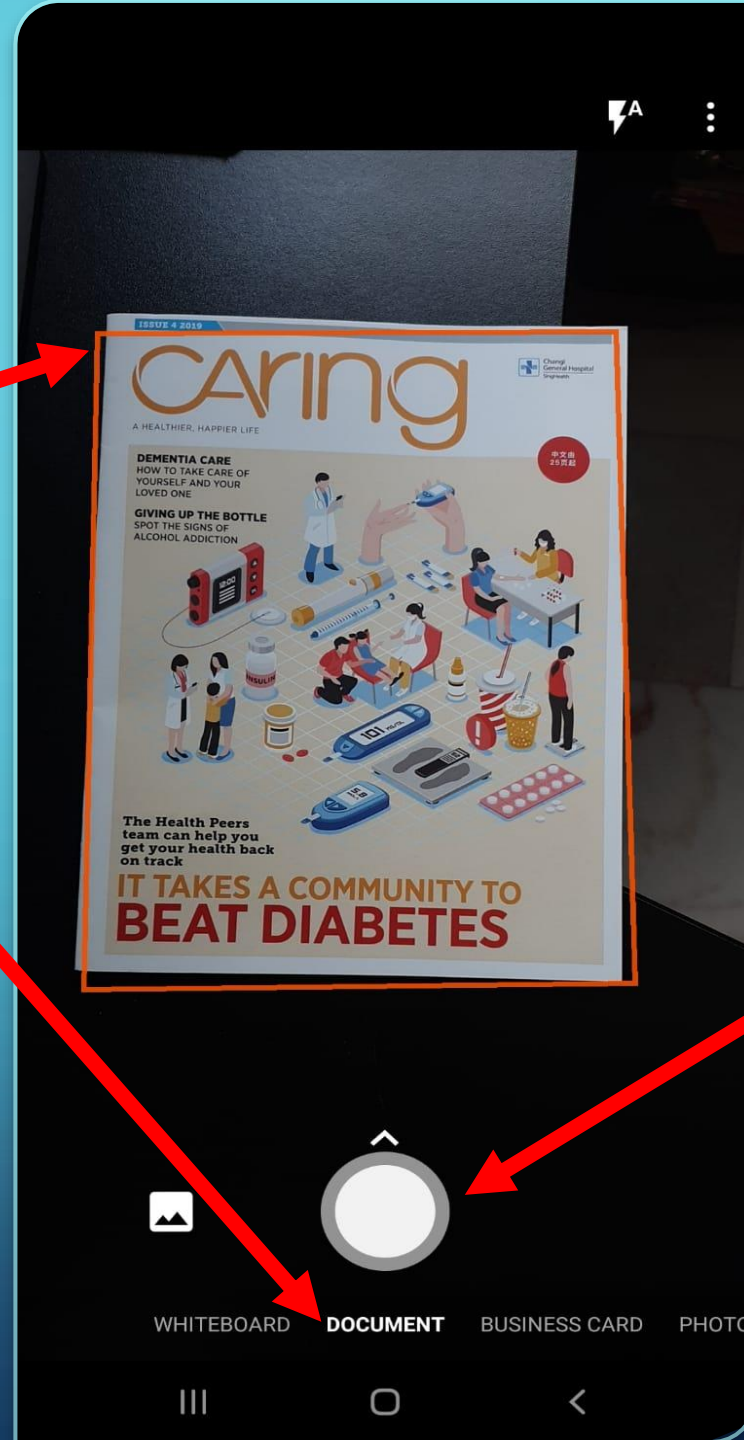


Office Lens

See results for "office lens"

1. Position your phone over the Document you want to scan into the Orange Frame.

2. Slide left/right and select Document.



3. Press the round button to take a picture.

Let me adjust border after each scan
You can set this later using crop tool

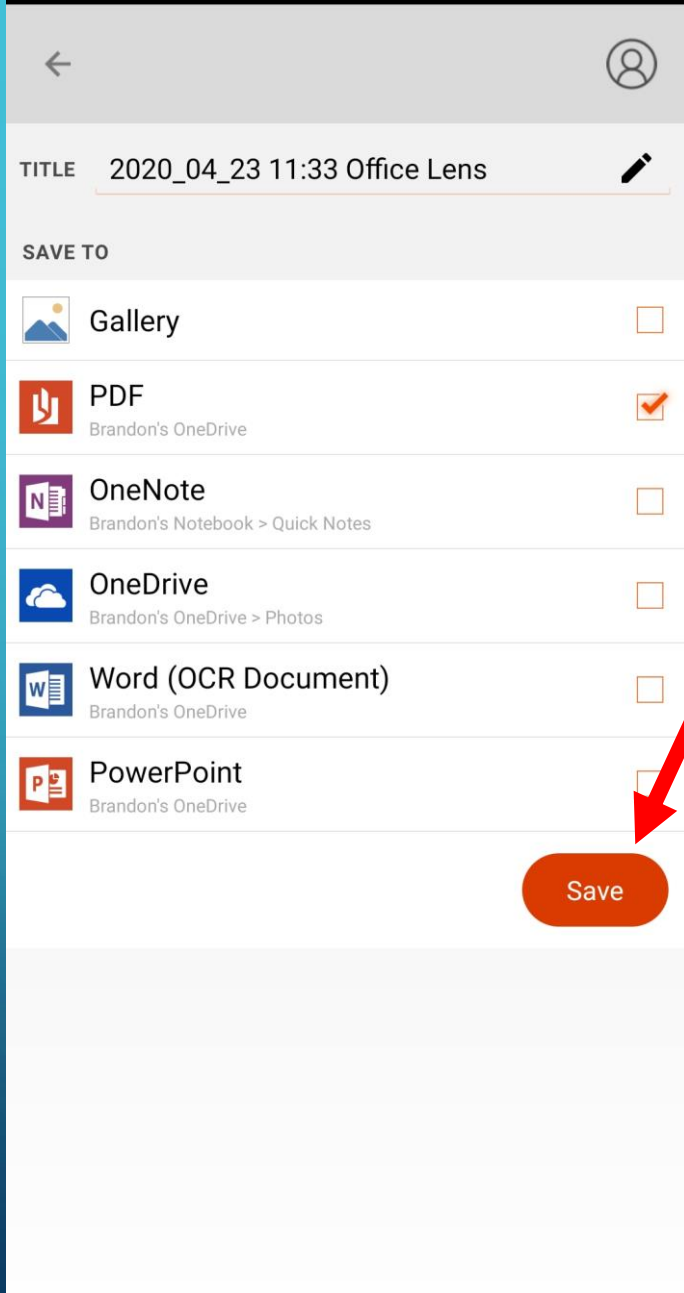


1. Adjust the 8 silver circles to fit the Document.

2. Press "Confirm" when you have finished adjusting.

3. Press "Done" to continue.

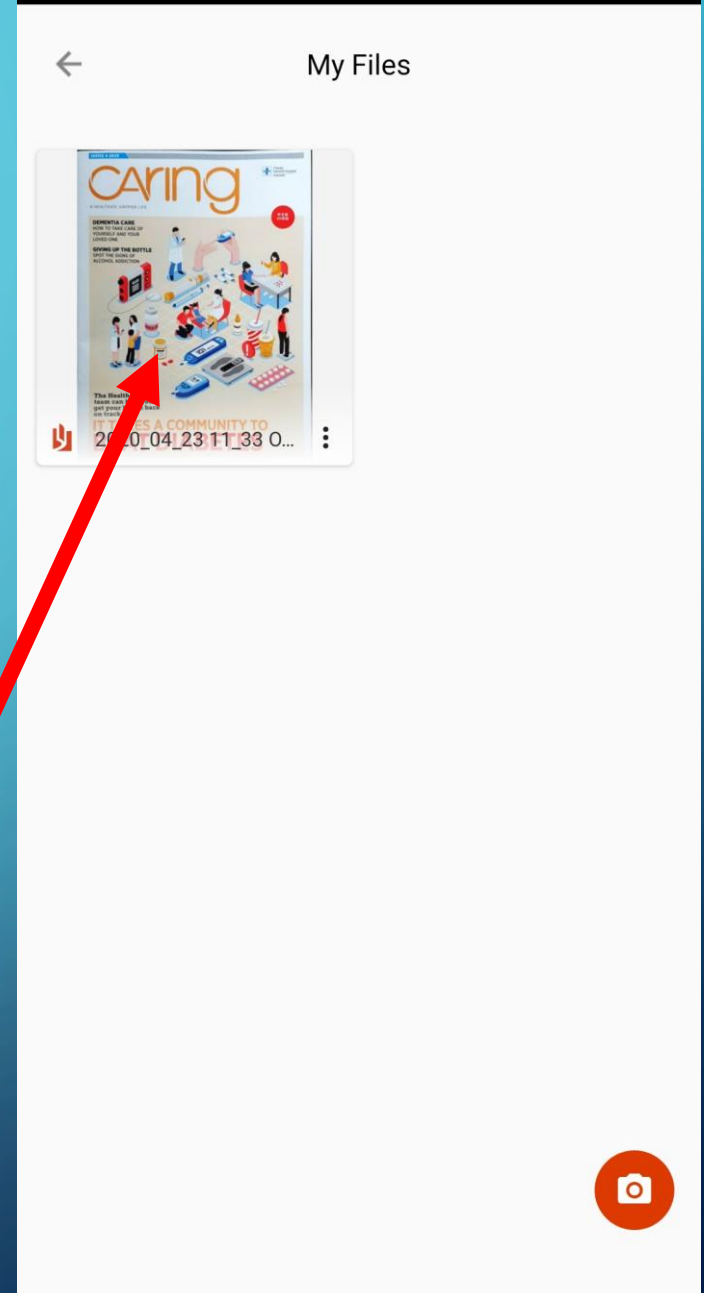


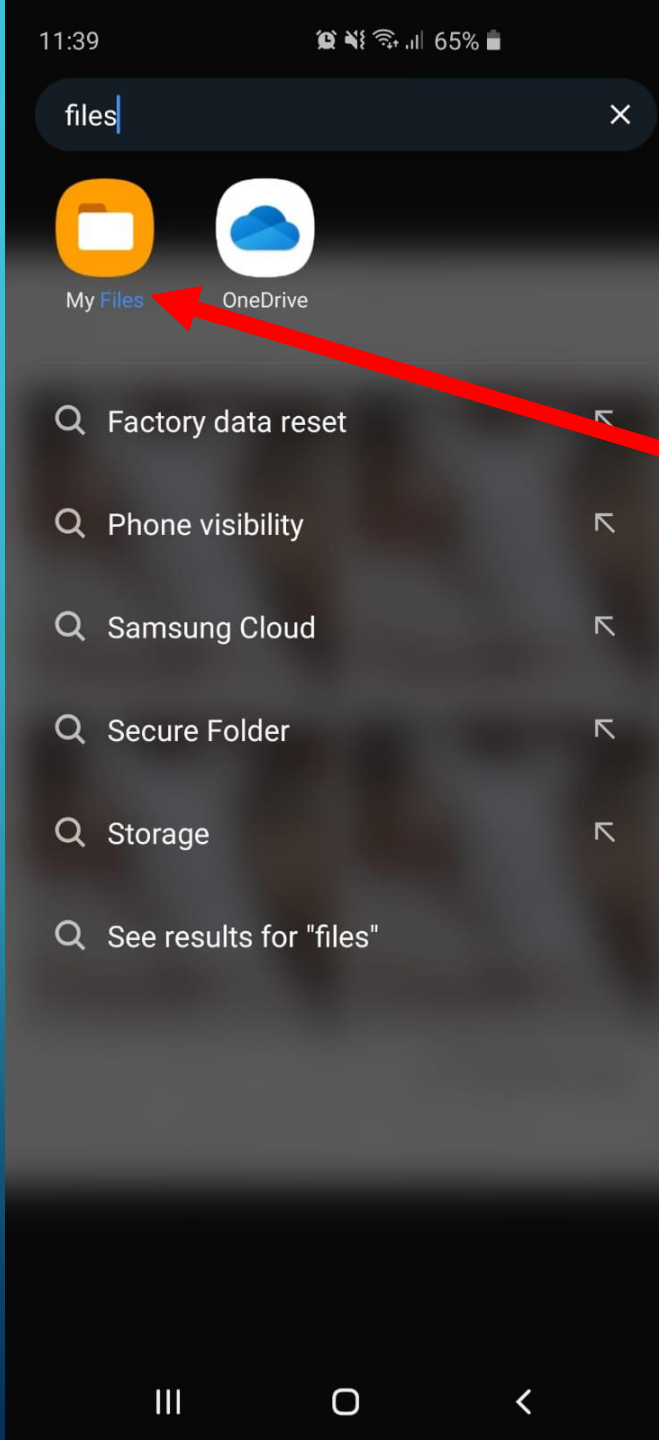


1. Select PDF.

2. Press "Save"

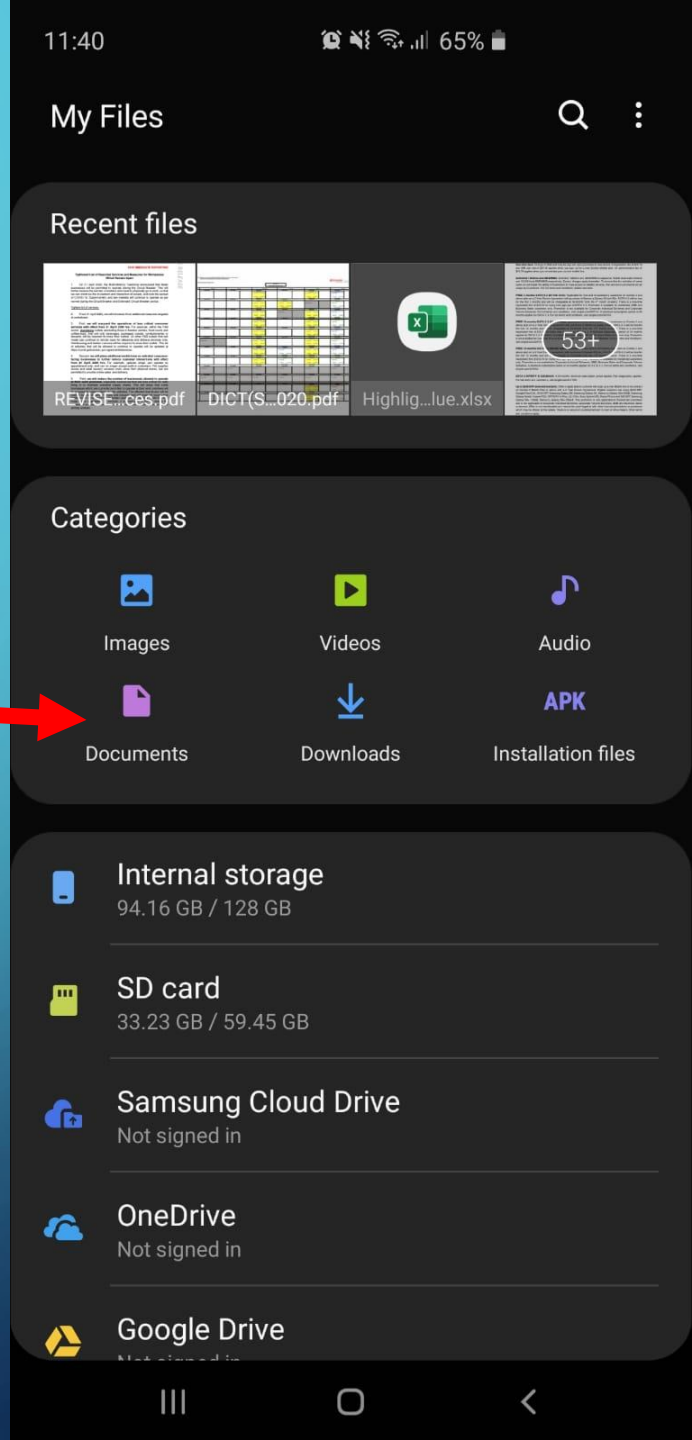
3. Press saved file to download.

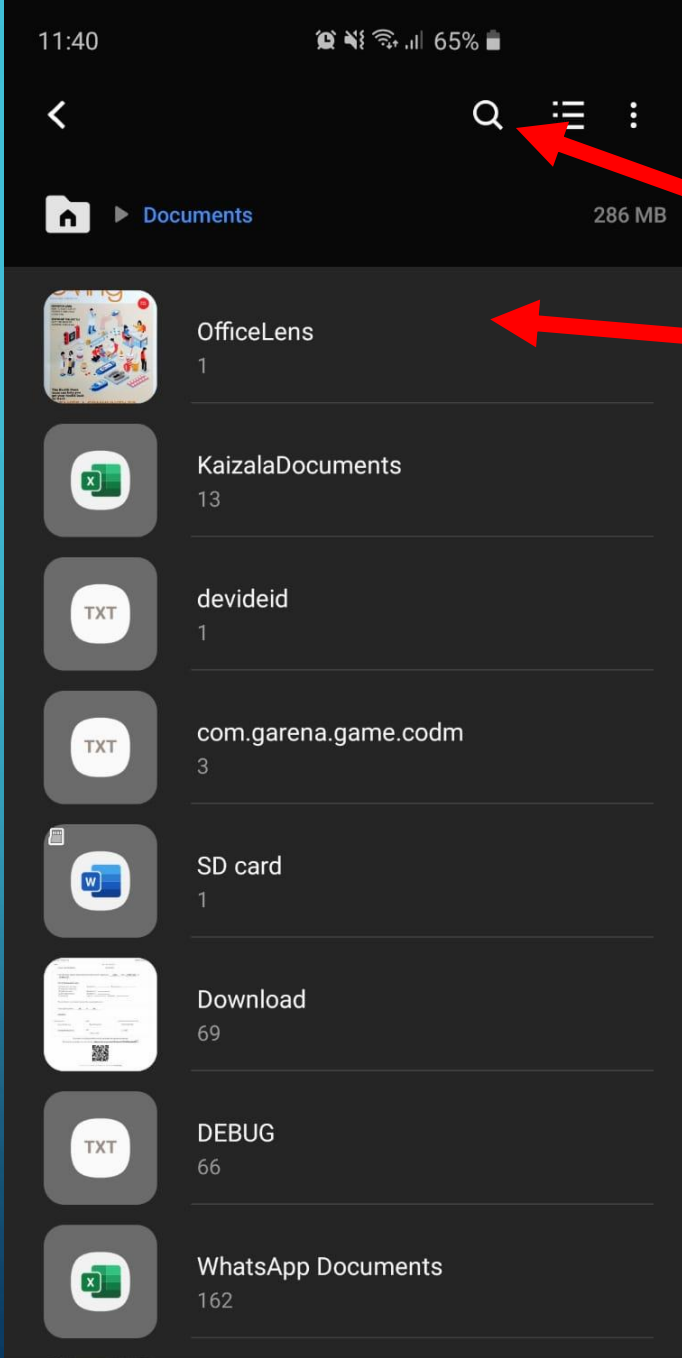




1. Search and Press My Files/Files

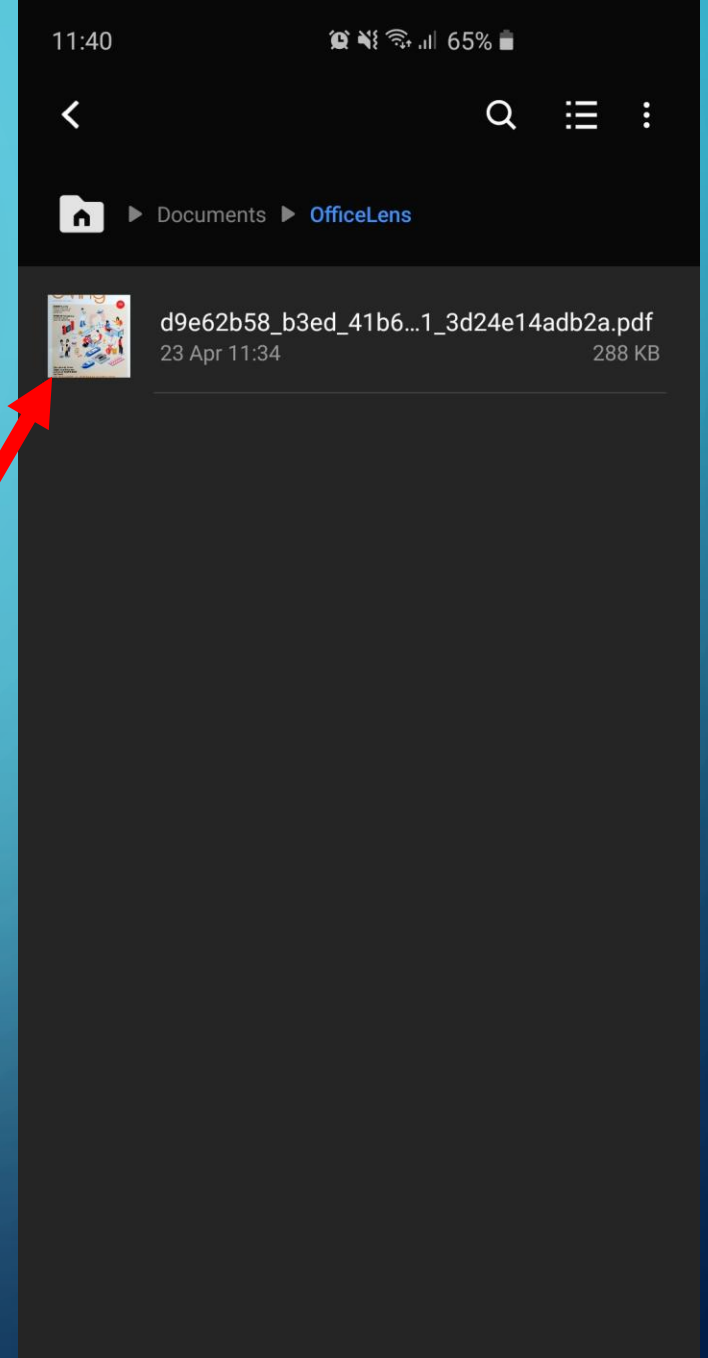
2. Press "Documents"

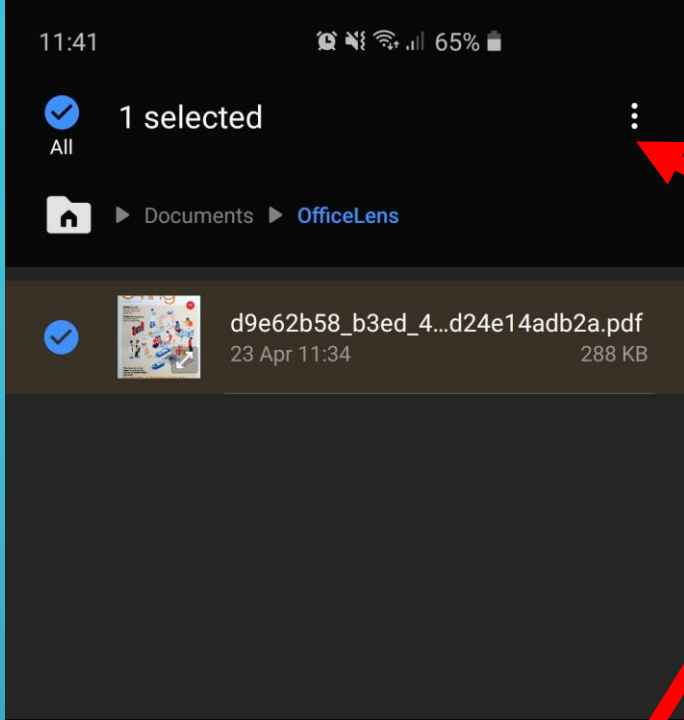




1. Search and Press
"OfficeLens"

2. Press and Hold
the file you
want to
Rename.

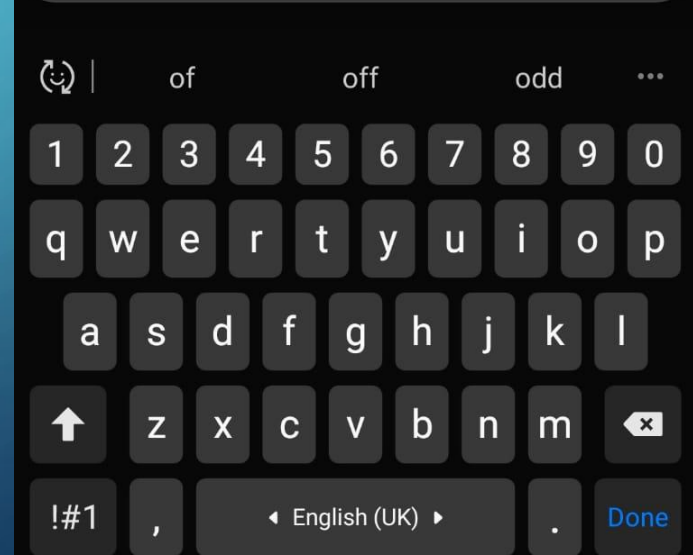
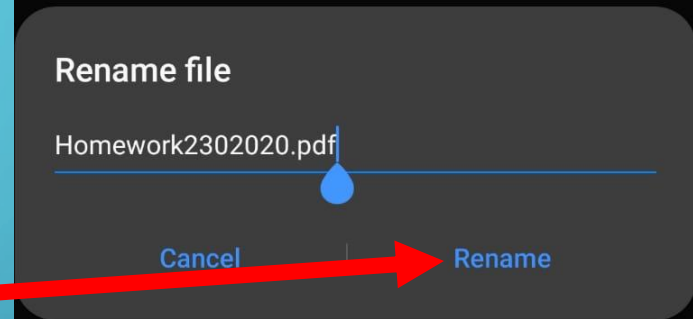
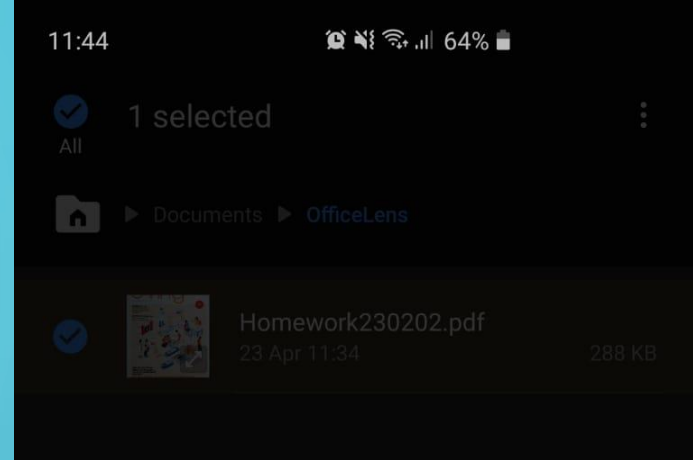
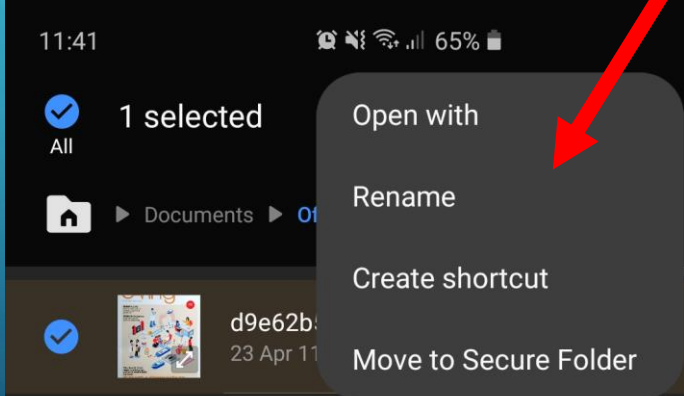




1. Press the 3dots at the top right of the screen.

2. Press "Rename".

3. Type in desired file name and Press "Rename".



The background is a dark teal gradient. In the corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines connecting to small circles.

Go to the Google Drive link given by your teacher.

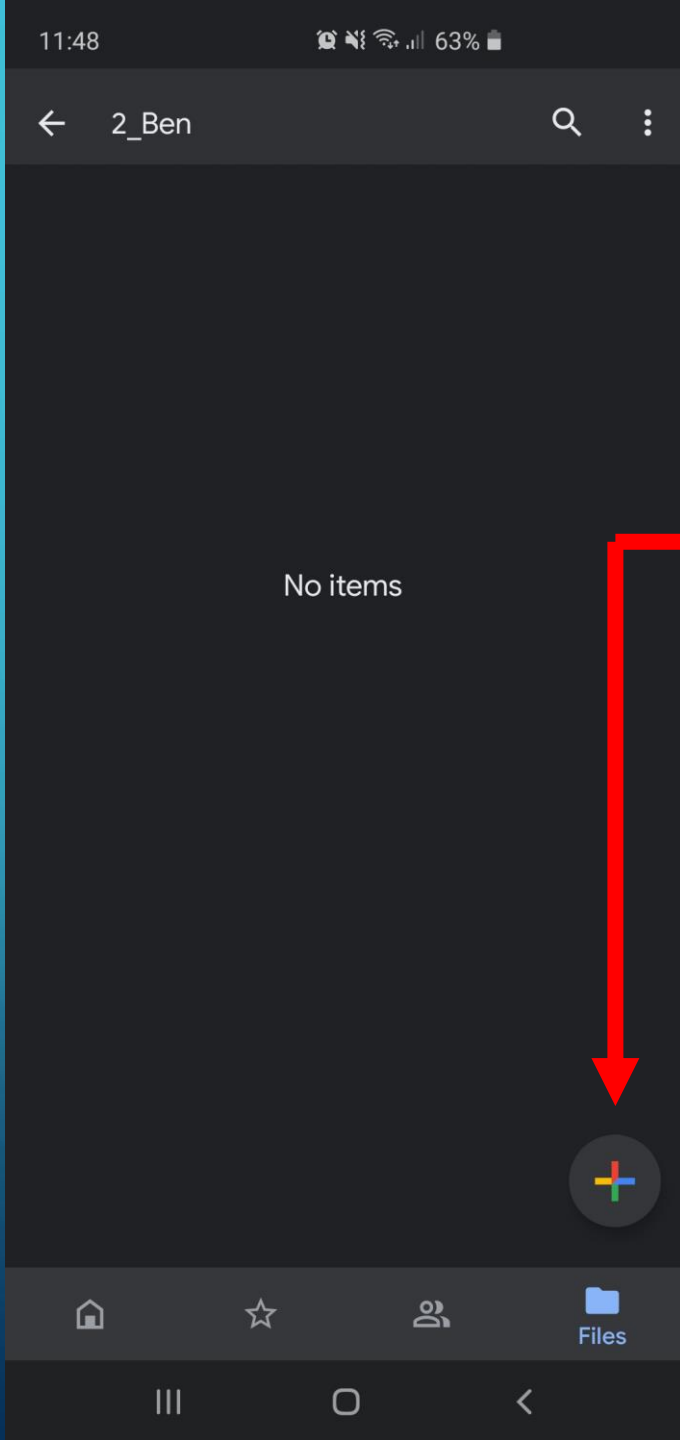
Skip to **Slide 14** if your teacher has given you a Google Form link.



The following slides are for Google Drive
Uploading.

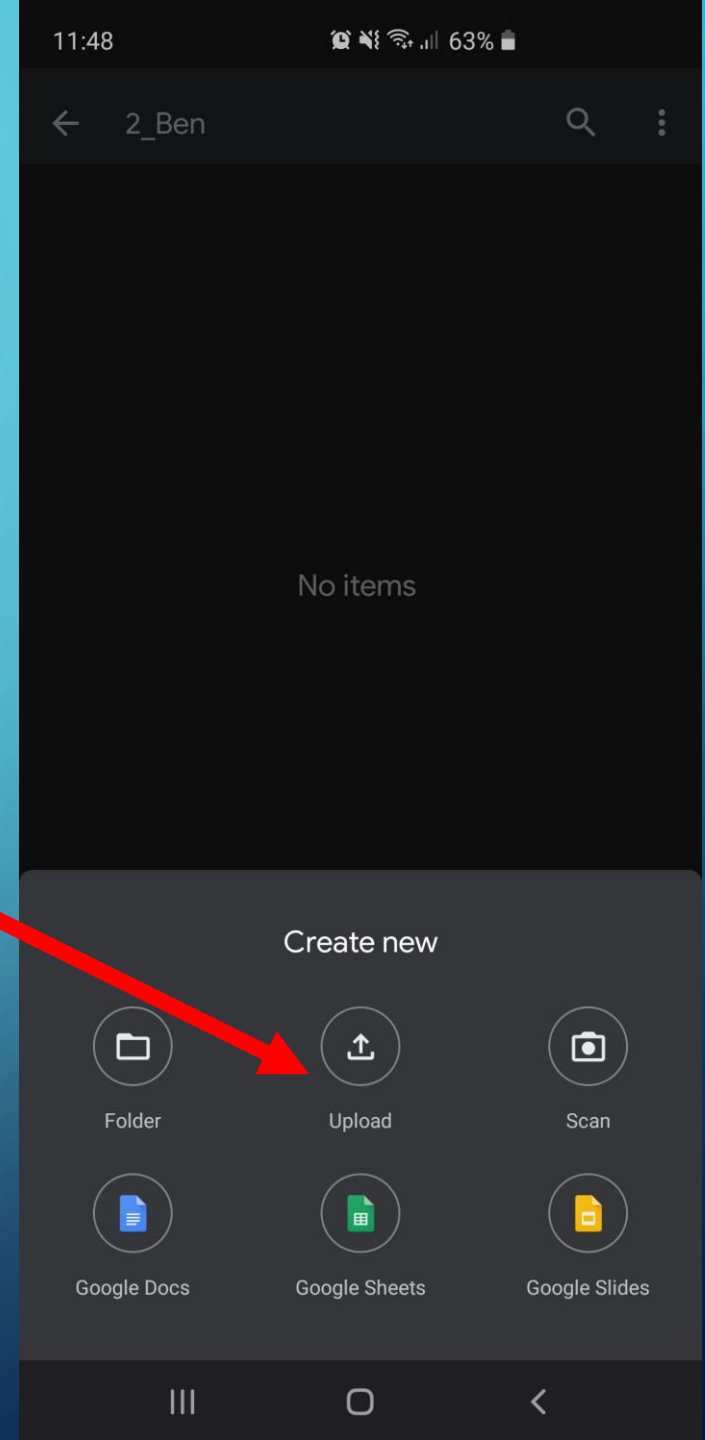
If your Device doesn't have Google Drive,
please proceed to download via Play Store

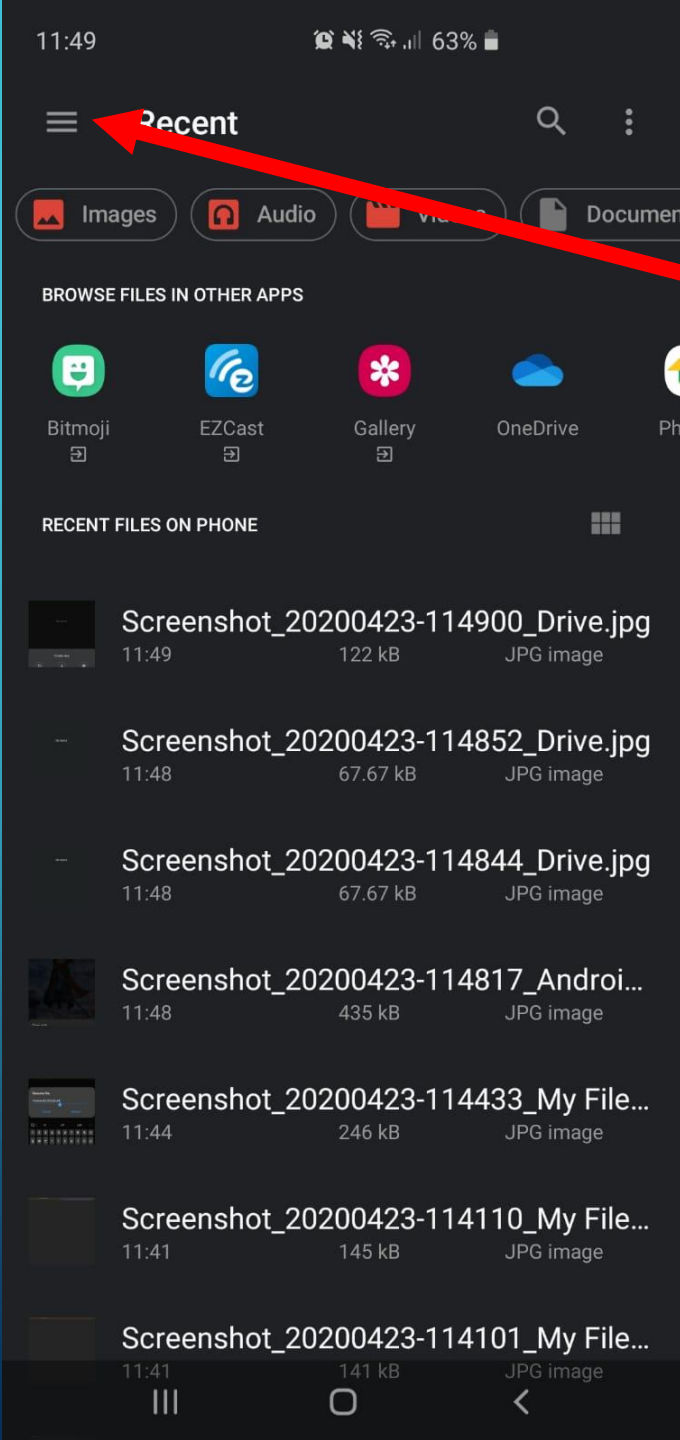




1. Press “+” at the bottom right of your screen.

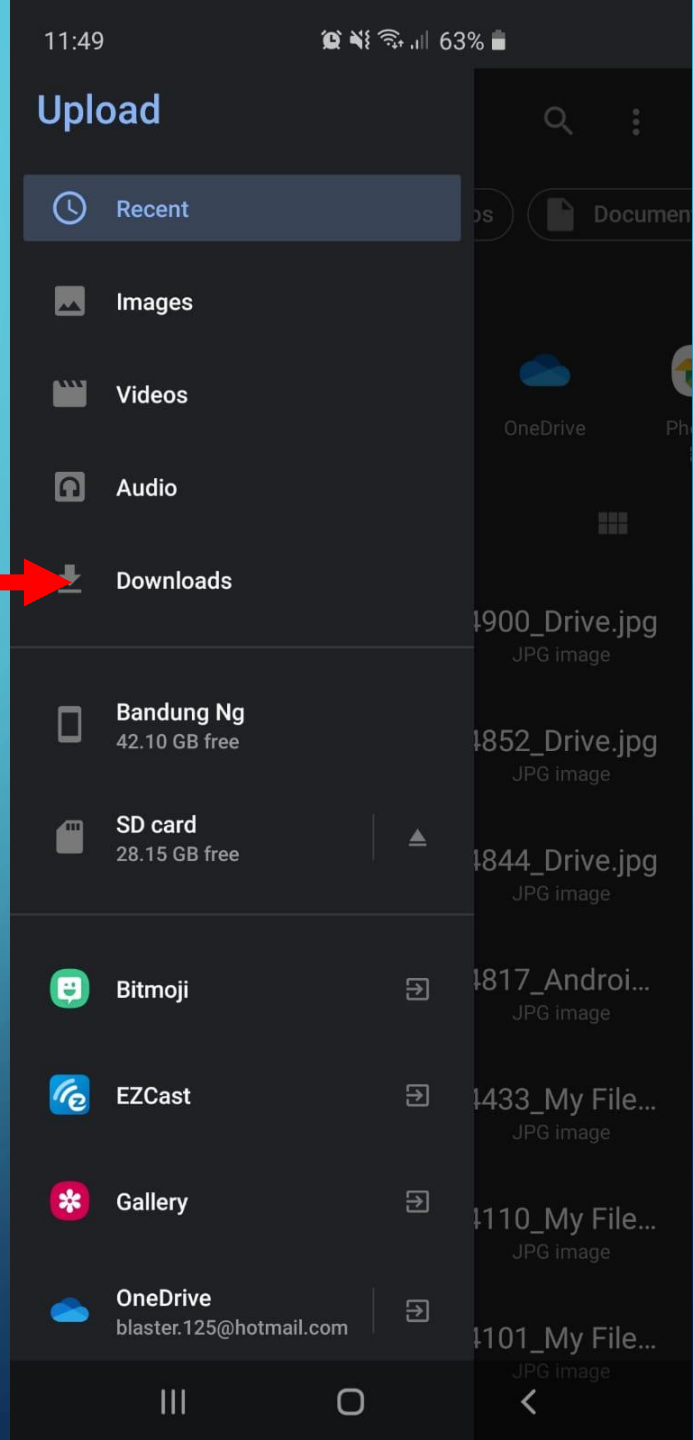
2. Press “Upload”

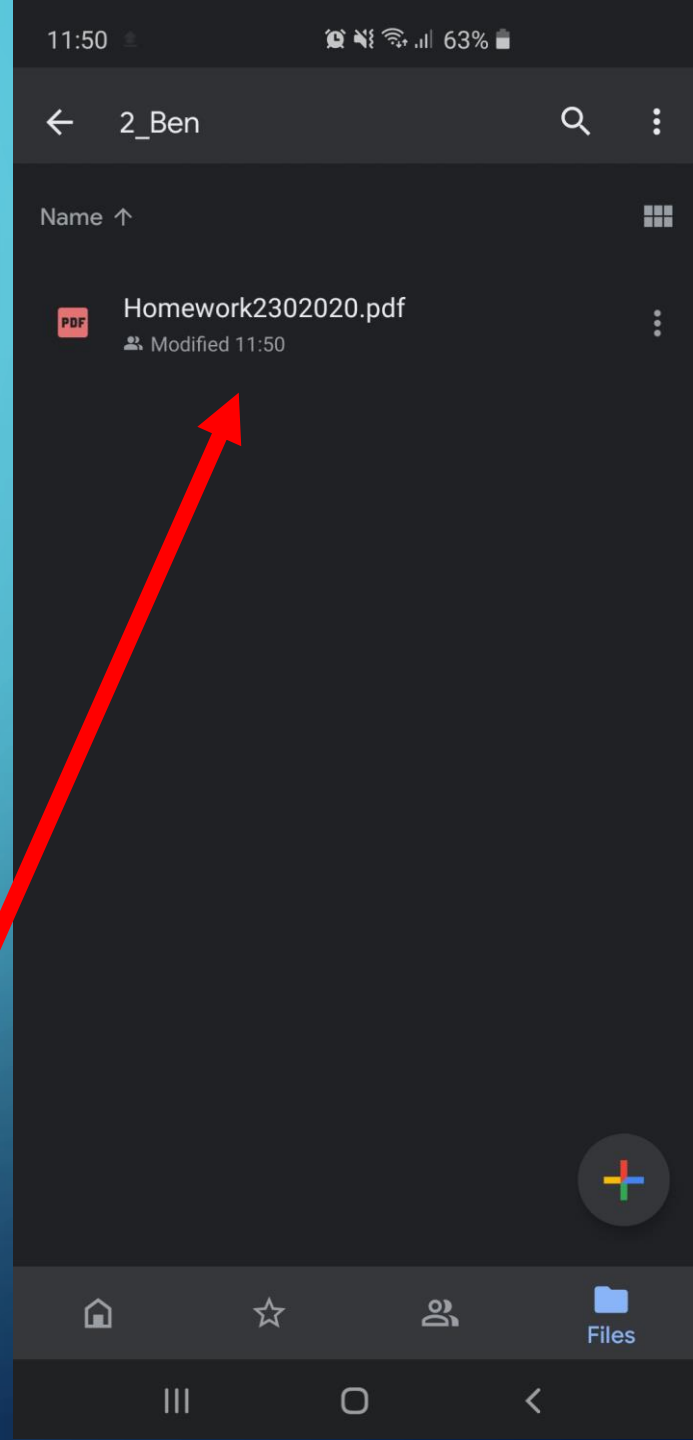
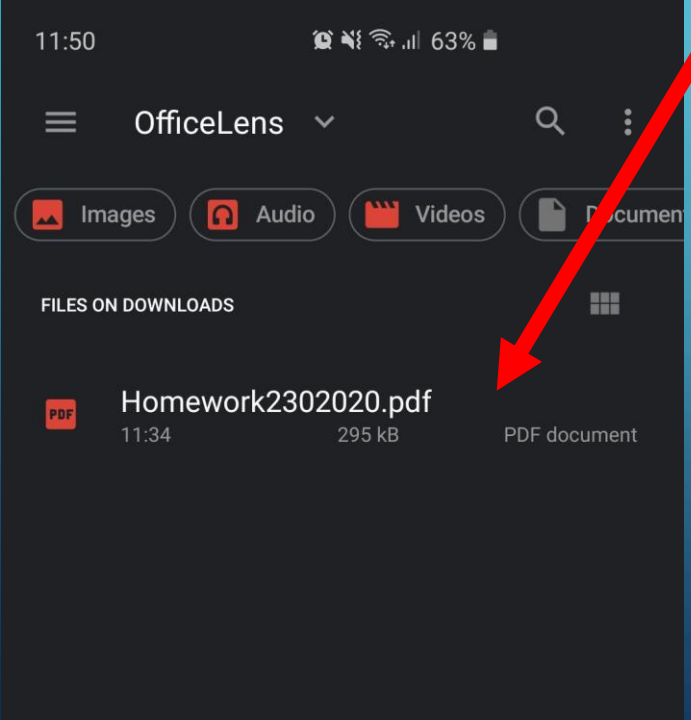
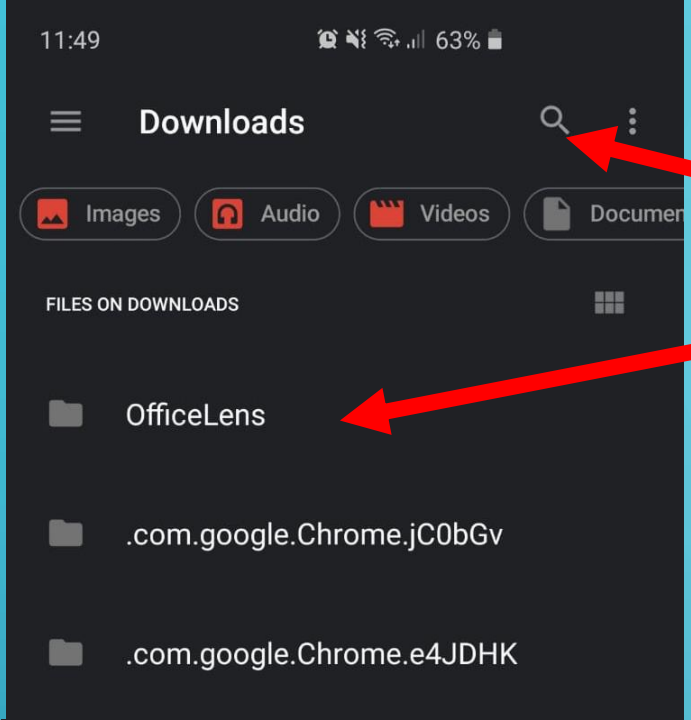




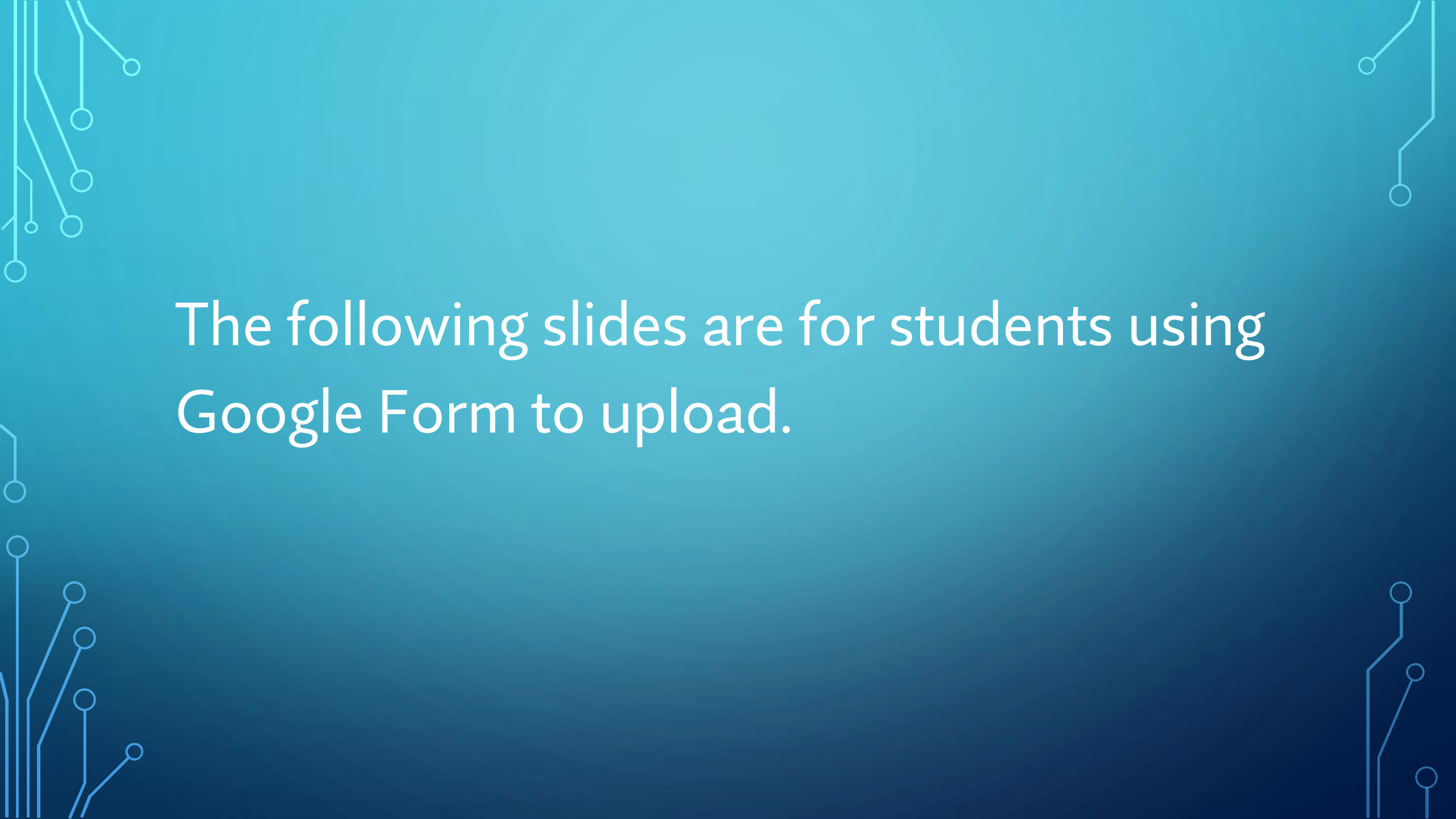
1. Press the 3 Dashes at the Top Left on the Screen.

2. Press "Downloads"

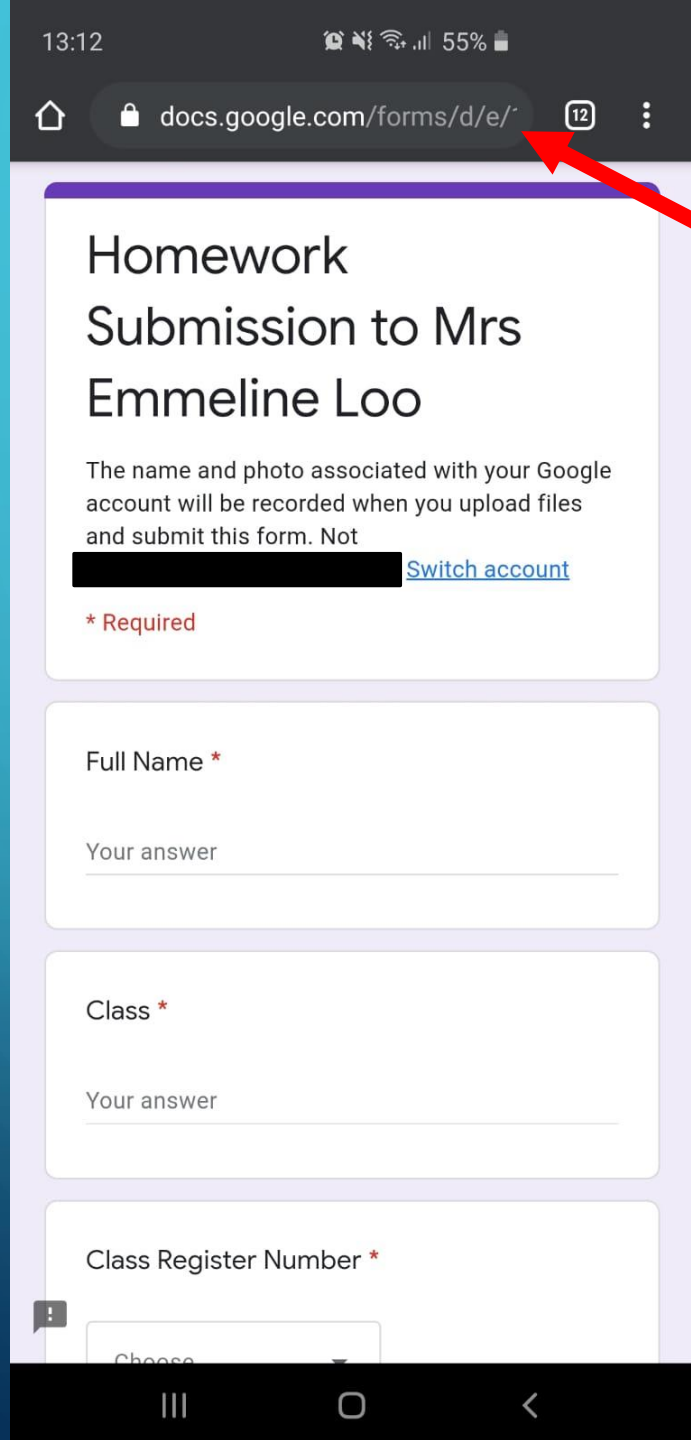




1. Search and Press "OfficeLens".
2. Press the PDF that you want to Upload.
3. Once you are back in Google Drive you are done with the submission.

The background is a teal-to-blue gradient. In the corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines connecting to small circles.

The following slides are for students using
Google Form to upload.



Type / Copy and Paste the Google Form link that your teacher has given you into a browser.

13:13 55%


Class Register Number *

Choose

Date of Assignment (This is the date that teacher assigned you the homework) *

Date

Please label your file in the following format (Please name it as: Name_assignment_date of assignment.) Eg. Emmeline_writing_12042020. Kindly save as PDF. *

 Add file

Submit

Never submit passwords through Google Forms.

This form was created inside of Ministry of Education. [Report Abuse](#)

Google Forms

1. Fill in the form.

2. Press "Add file"

3. Press "Select files from your device"

13:13 54%

Class Register Number *

Choose

Date of Assignment (This is the date that


Insert file

Upload My Drive | Previously selected

-- or --

Select files from your device

Upload Cancel

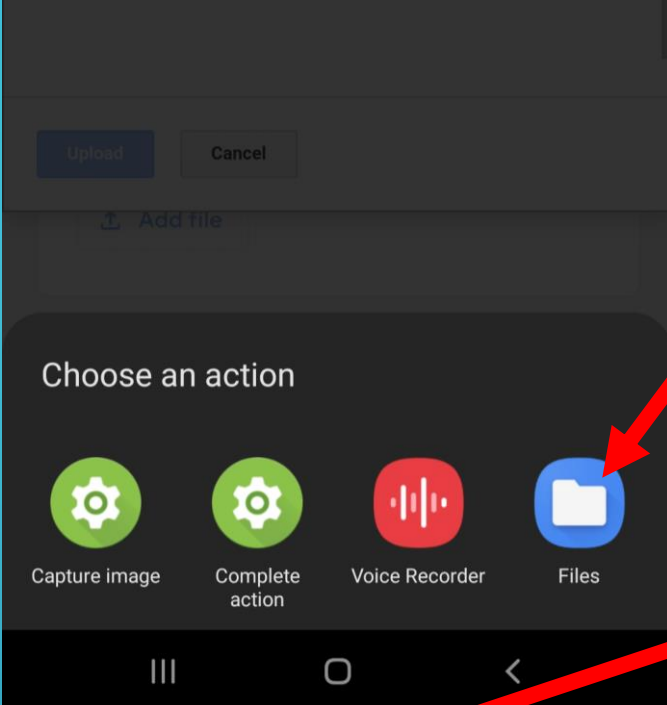
 Add file

Submit

Never submit passwords through Google Forms.

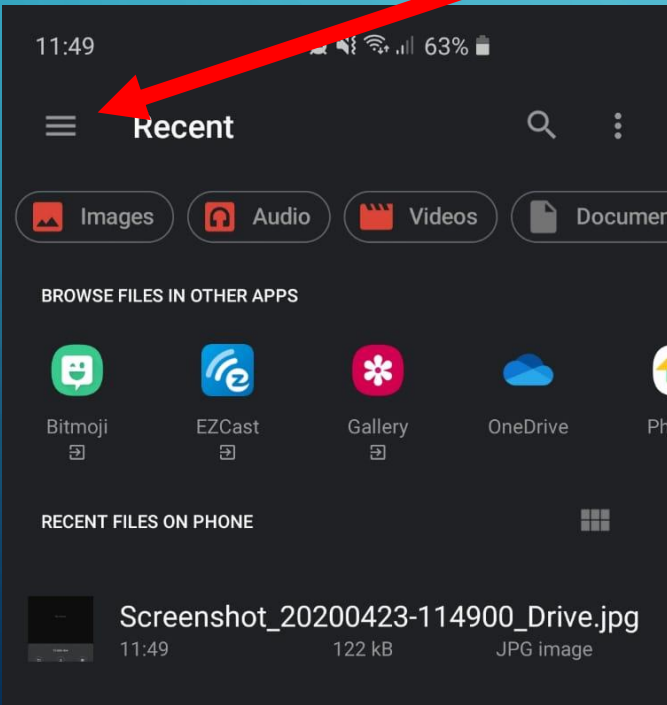
This form was created inside of Ministry of Education. [Report Abuse](#)

Google Forms



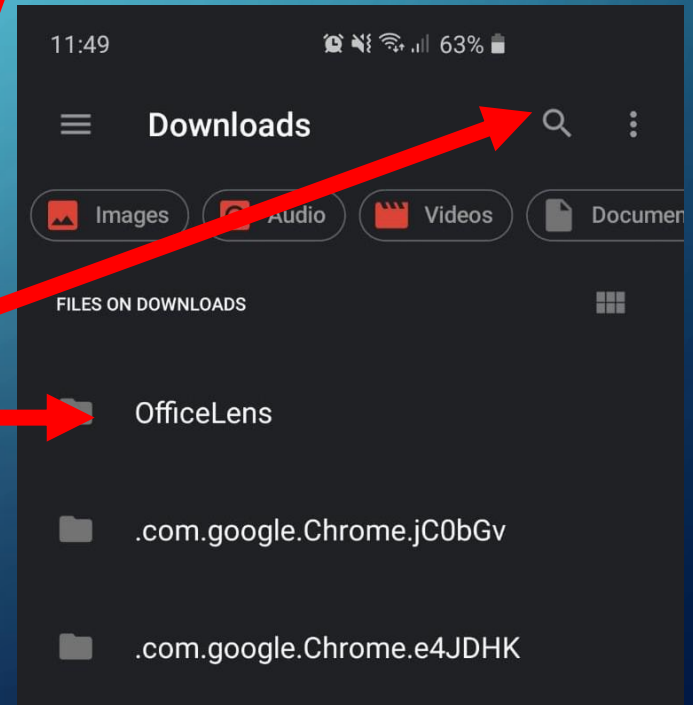
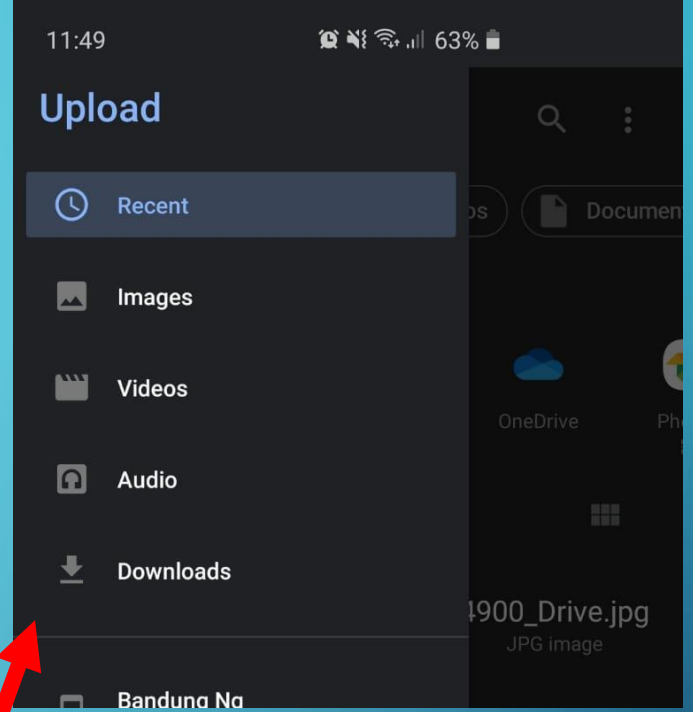
1. Press "Files"

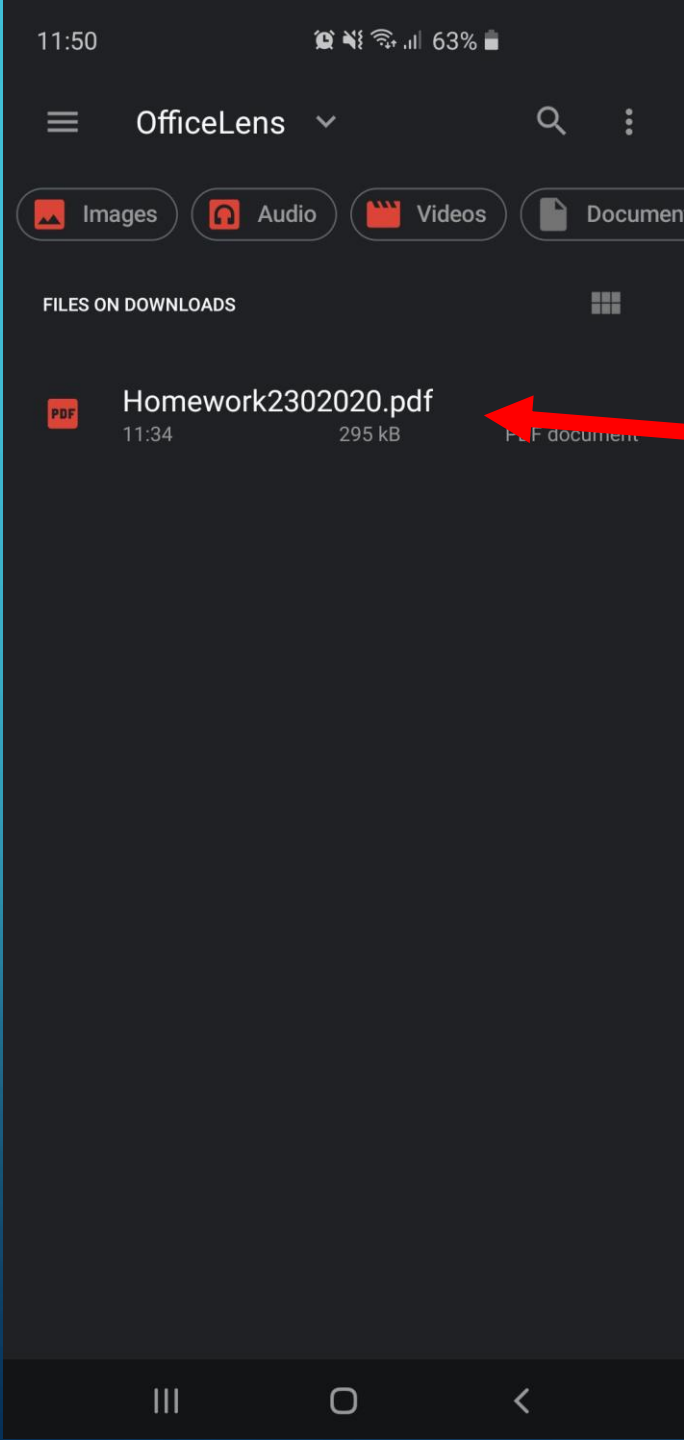
2. Press the 3 Dashes at the Top Left on the Screen.



3. Press "Downloads"

4. Search and Press "OfficeLens".





1. Press the document you want to upload.

2. Press "Upload"

3. Press Submit and you are done with the submission.

