Listening: technology tutorials.



1. **Watch the tutorial here and order the instructions from 1 -13. Write the number in the square.**
   a) *If you see at the top, you'll see the gray bar* where it says "you have Microsoft Teams version "1.3.00.13565. it was updated on 6/6/20".
   b) go to your avatar icon.
   c) Wait a moment while it loads.
   d) Go to your avatar again, and drill down when it says check for updates.
   e) Click on the avatar and navigate down to the "About" section.
   f) *If you give this a click, you'll see it will then come up with a gray bar* saying "we will check and install any updates while you continue to work".
   g) If you click on "version", it will pop up a gray bar.
   h) The bar will tell you the version of your Microsoft team.
   i) It also tells you when was your last update.
   j) Go back into your avatar on the top right hand corner and come down into the about section and clear over to "version".
   k) Click on the "refresh" button, this action will restart Microsoft Teams.
   l) Wait for Microsoft Teams to download any updates and install then for you.
   m) Once the app has download and installed the new update, you'll see a gray box at the top of the application saying "We've updated the app. Please refresh now".

2. **Watch the next video here and complete the blanks.**

   ✓ There are two ways to _____ files to OneDrive: from your desktop, and from the web.
   ✓ In this video, I'm going to show you _____.
   ✓ If you've already _____ the OneDrive app, you should have everything you need to sync and upload _____ straight from your desktop.
   ✓ To move something to OneDrive, your _____ is to find the files you want, wherever they're located on your computer.
   ✓ Now all you have to do is _____from the current folder... over to OneDrive...and the file will be uploaded instantly to your _____.
   ✓ Now we can _____ the files here—or online, from any computer.

- ✓ Whenever you want to open one of these files, you can do it from your _____, or right here on your _____.
- ✓ Just _____the file you want.
- ✓ *Office files (like Word, Excel, and PowerPoint) will always open in the desktop version, if you have Microsoft Office on your computer.*
- ✓ *When you close the file, Microsoft will automatically save it*, and sync it back to OneDrive, so you don't have to _____ of multiple copies.
- ✓ Uploading files on the web (without the OneDrive app) is just as easy. I'm going to show you two different methods—the first is drag and drop.
- ✓ _____, navigate to the original file on your computer. Then drag & drop from the folder, into your _____... and that's all it takes.
- ✓ *If you have an older browser, this method may not work for you.*
- ✓ To _____ more than one file at a time, _____ CTRL on your _____ while you click. When you're done, click Open.
- ✓ *It may take a minute if you're uploading multiple files.*
- ✓ As you can see, OneDrive is a great place to _____ all your favorite files, so you can access them anytime. Now you know how to upload files on the web, and using the folder on your desktop.

AFTER LISTENING

3. **Take a look at the sentences from the tutorials colored in red. What is the conditional they use?**

4. **What tutorial did you find more useful for you? The first or the second one? Why?**

5. **Do you like tutorials? What's something you would like to learn on a technology tutorial?**