Listening: Technology tutorials

1) Watch the tutorial and put the instructions in order

If you click on "Version", it will pop up a grey bar

Go to your avatar again and click on "check for updates"

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".

Go to your avatar icon

If you give this a click, you will see it will then come up with a grey bar saying "We will check and install any updates while you continue to work"

Go back into your avatar, come down into the "About" sections and click on "Version"

The bar will tell you the version of your Microsoft team and the last update

Click on the avatar and navigate down to the "About"

Wait a moment while it loads

Wait for Microsoft teams to download updates

Click on Refresh Now

1 2 3 4

5 6 7 8

9 10 11

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

First step - installed - account - upload - files - how to do both - drag and drop

- ✓ 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 _____.

Desktop - browser window - keep track - access - double click - get started - browser

- ✓ 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.*

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store – hold – select – keyboard

- ✓ 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.

Ahora qué?

3) Volvé a leer las oraciones que están en rojo. Interpreta su significado. Puedes guiarte con diccionarios.

4) What tutorial did you find more useful? The first or the second one?

RECORDAR:

- **DEBES COPIAR TODO EL CONTENIDO EN LA CARPETA**
- **UNA VEZ QUE TERMINASTE DE HACER LA ACTIVIDAD, HACES CLIC EN *FINISH* Y PONES TU NOMBRE COMPLETO.**
- **DEBES MIRAR LAS CORRECCIONES**
- **SI TE EQUIVOCASTE, PUEDES HACER LA ACTIVIDAD NUEVAMENTE CUANTAS VECES QUIERAS**

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- **SI TENES ALGUNA CONSULTA, ME CONTACTAS POR CLASSROOM O EN SU DEFECTO AL MAIL CCECILIASOSA.1@GMAIL.COM**

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