***Practice Upload Document***

Hello!

The activities in this document have been designed to:

1. To enable you to practise inserting a photo/image into a document.
2. To enable you to practise the following things:
	1. Working with a document that has a table structure
	2. Uploading documents into an assignment area.
	3. Finding feedback on your assignment after a tutor has uploaded this for you.

Please follow the instructions in the box below and then upload the Word document to the Practice Upload Zone on Moodle. If you need support doing this you will find it in the Moodle Handbook in the Key Documentation folder.

All the best!

|  |
| --- |
| ***Practice Upload Document*** |
| **INSERT THE INFORMATION REQUESTED IN THE RIGHT- HAND COLUMN** |
| 1. **INSERT A PHOTO/IMAGE OF YOUR CHOICE**
 |  |
| * Insert your name
 |  |
| * Give a short description of the sector in which you work
 |  |