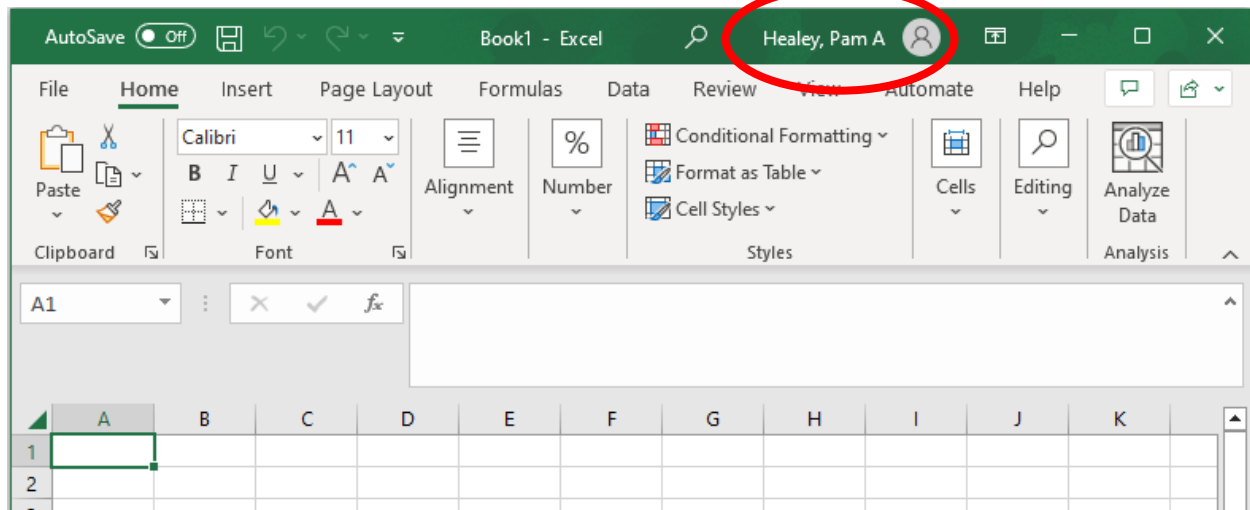


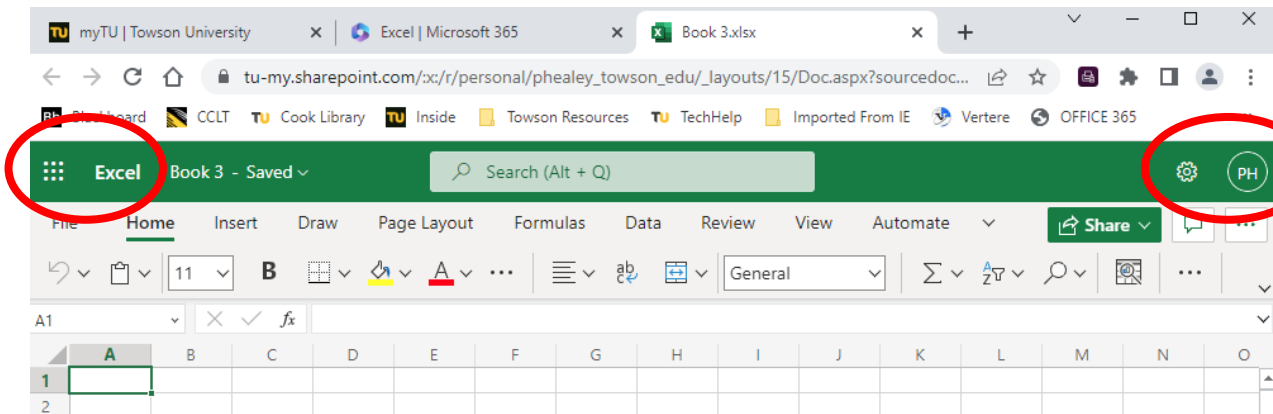
### Excel (app installed on a PC or Mac)

**YOUR NAME**



### Excel online (access via M365)

**YOUR INITIALS**



You may not be able to see your name or initials when you open a spreadsheet. That's okay – the important thing is to provide evidence that you can access Excel (not Numbers, Google Sheets etc.) All instructions provided will be for Excel.