

Microsoft OneDrive Half Day



Pre-requisites

To gain the most from this course participants should have a basic knowledge of Microsoft Office and computer experience.

Description

OneDrive is an essential feature of Office 365. You can use it to store work files and sync them across a range of different devices, so you can access your files anytime and anywhere. You can also use it to create new files in Office online, or you can choose to upload existing files from your device.

Do you need to:

- Store files in the cloud
- Sync and roam Windows settings across different devices
- Access files without having to download them first

Aim

This course aims to provide you with the skills and knowledge necessary to understand OneDrive and where to save one's files, how it interacts with other applications and devices; for example, Web Access from PC, etc.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Save your files in OneDrive and then work with them from any device.
- Use OneDrive in your web browser or from the One Drive app, available on all your devices i.e. mobile phone
- To be more confident using this software and be able to use the features of OneDrive such as

storing and retrieving data online and managing folders.

Topics Covered

Key topics covered on this course include:

Working with OneDrive

Gain an understanding of

- OneDrive
- The One Drive screen
- The file preview pane
- Syncing files
- Following files
- Searching in OneDrive
- OneDrive on your PC

Learn how to

- Creating a OneDrive account
- Set up OneDrive
- Access OneDrive
- Upload files to OneDrive
- Choose which folders to sync from OneDrive
- Open files from One Drive
- Create a new folder
- Rename files in One Drive
- Select and move files in OneDrive
- Sort files
- Share files from OneDrive
- Search OneDrive
- Delete files and folders



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