

OFFICE 365 ONEDRIVE

Duration: 90 Min

Objective:

To gain an understanding of what is OneDrive and how to use it from the Desktop and from the Web

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Learning Outcomes

By the end of the session, you will have a clear understanding of where to save your files on OneDrive.

Module 1

Getting Started

- What is Office 365?
- Office 365 Apps
- Understand Desktop Apps
- Understand Web Apps
- Understand Mobile Apps

Module 2

OneDrive

- Understanding OneDrive
- Syncing Files
- Open Files from OneDrive online
- Open Files from OneDrive Desktop
- Create New Folder
- Moving Files
- Sorting
- Searching
- Sharing
- Deleting
- OneDrive for Mobile