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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Hour

OneDrive For Business

About this course:

First, let's get the idea about what actually OneDrive is. OneDrive (previously SkyDrive, Windows Live SkyDrive, and Windows Live Folders) is a file hosting service operated by Microsoft as part of its suite of Office Online services. It allows users to store files as well as other personal data like Windows settings or BitLocker recovery keys in the cloud. Students will learn about Microsoft OneDrive and how to get the most out of using OneDrive. Microsoft OneDrive is a cloud-based storage service that allows a user to access files from any device with an Internet connection.

Course Objective:

After completing this course, students will have a working understanding of:

- What is OneDrive for Business
- Creating and Signing into OneDrive
- Uploading Documents into OneDrive
- OneDrive for Business Tour
- Working with Folders
- Searching OneDriveWorking with Word documents
- Working with Excel spreadsheets
- Working with PowerPoint decks
- Using OneNote

Audience:

This course is intended for:

- Anyone who wants to learn this course willingly.

Prerequisites:

- Familiarity with cloud-based storage concepts and using the Internet

Suggested prerequisites courses:

- [Microsoft OneDrive](#)

Course Outline:

Using OneDrive

- OneDrive for Business Intro
- What is OneDrive for Business
- Creating and Signing into OneDrive
- Uploading Documents into OneDrive

- OneDrive for Business Tour
- Working with Folders
- Searching OneDrive
- The Sites Recycle Bin
- Sharing and Permissions
- Download OneDrive
- Edit Documents Online
- Sync OneDrive Locally

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