



Microsoft OneDrive Training – Level 1 Course Contents - Duration: 0.5 Days

What we will learn:

Getting Started

- What is OneDrive?
- Opening OneDrive
- OneDrive Environment
- Creating Files and Folders:
 - In OneDrive and the Desktop
- Creating URL Links:
 - For Files and Websites
- Preview/Details Pane
- Syncing Files
- Opening Files and Folders
- Savings Files

Sharing Files

- Permissions
- Open Shared Files
- Online vs Desktop
- Stop Sharing
- Collaborating (co-authoring)
- Comments
- Version History

Managing Files

- Adding Files:
 - Drag & Drop and Upload
- Edit and Delete
- Move and Copy
- Rename
- Sort, Filter and Search
- Viewing Options
- Searching