

MICROSOFT ONEDRIVE

Introduction/Overview

SUITABLE FOR

Delegates who would like to know everything about Microsoft One Drive.

AIM OF THE COURSE

To get to grips with all the great features of Microsoft One Drive.

COURSE CONTENT

- What is One Drive?
- One Drive Desktop
- Sign Up & Sign In
- Uploading Files & Folders
- Managing Folders
- Using One Drive on a Tablet or Phone
- Sharing Office Documents
- Save Files Directly to One Drive
- Opening Files Directly from One Drive
- Collaborate (Sharing)
- Sync Files
- The Cloud Icon
- Deleting Files and Folders
- Renaming Files & Folders
- Download a Local Copy of File
- History
- Changing Views
- One Drive On Demand
- Searching

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.