

OneDrive For Business

Modality: On Demand

Duration: 1 Hour

About this course:

Firstly we need to understand what OneDrive is. OneDrive (Earlier Windows Live Folders, Windows Live SkyDrive, and SkyDrive) is a documents/File hosting server operates by Microsoft in the course of its suite of Office Online services. It enables the clients to store files/documents including other personal data such as BitLocker recovery keys or Windows settings in the cloud. In this course, candidates will study about Microsoft OneDrive and techniques to obtain the maximum advantage of utilizing OneDrive. Through Microsoft OneDrive (cloud-based storage service) users can access their files/documents from anywhere, any device, and with any internet connection.

Course Objective:

After successfully passing of this course, candidates have an expertise and knowledge of:

- Upload Files and data into OneDrive
- Managing Folders
- Understanding to work with Microsoft Excel spreadsheets
- Importance of OneDrive for Business
- OneDrive for Business Tour
- Signing into and Creating OneDrive
- Utilizing OneNote
- Search OneDrive works with Word documents
- Understanding to work with Microsoft PowerPoint decks

Targeted Audience:

This course is designed for:

- Any person who desires to study this course.

Prerequisites:

- Candidates are required to have an understanding of cloud-based storage concepts and familiarity of 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