

OneDrive for Executives

Modality: Self-Paced Learning

Duration: 1 Hour

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

The OneDrive for Executives is designed for those who were required to keep linked to the office even though continuously on the go. OneDrive brings you and your essential documents together regardless of what device you are working with or where you are. This course helps you to understand how to be effective from the office and stay connected to all your essential documents.

The Microsoft OneDrive for Executives training will assist you to rise and working with OneDrive for Business.

Course Outline:

Using OneDrive

- Introduction
- What is OneDrive?
- Download OneDrive
- Sync OneDrive Locally
- Edit Documents Online
- Make Edits on Mobile Devices
- Sharing Documents