Microsoft OneDrive for Beginners and Power Users

Course Content

Course Description:
Microsoft OneDrive is a cloud-based storage solution. OneDrive lets you share files and collaborate on documents, and sync files to your computer. OneDrive is included in Microsoft 365 and Office 365 plans, in SharePoint plans, and can also be purchased as a standalone plan. OneDrive is your personal space where you can organize files and folders. Unlike SharePoint, which is more of a team site for collaboration, OneDrive is private.

Course Objectives:
In this course, you will cover everything you need to know about OneDrive. One important thing you will understand is how to share files and create documents on Microsoft OneDrive without stress.

Prerequisites:
None.

Target Audience:
Individuals looking to provide a more personal experience for end-users to store private files or those looking to collaborate with others both inside and outside the organization.

Topics:

Lesson 1: The Basics of Microsoft OneDrive
- Definition of OneDrive
- Benefits of Microsoft OneDrive
- Comparison Between OneDrive and SharePoint
- Difference
- Comparison Between Google Drive and OneDrive
- Difference
- How to Download OneDrive on Your Computer
- Setting Up Your Microsoft OneDrive Account
- Signing Up for Microsoft OneDrive
- Signing-In to Microsoft OneDrive
- How to Sign-In to Microsoft OneDrive (for Windows 10)

- Signing Out from OneDrive (for Windows 10)

Lesson 2: Basic Operations on OneDrive
- The Cloud Storage
- Getting Additional Space in Microsoft OneDrive
- How to Create Folders and Other Documents in OneDrive
- How to Create a Document
- How to Add Files to the Microsoft OneDrive
- How to Search for Files Saved in OneDrive Cloud
- How to Upload Files Saved in OneDrive
- How to Upload Files on the Web in OneDrive
- How to Embed Folders/Files

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- How to Save All Office Files to OneDrive
- How to Create a Photo Album in OneDrive
- How to Back Up Files with OneDrive
- How to Turn Off Automatic Sync in OneDrive

Lesson 3: Managing Your OneDrive Folders
- How to Sort Out Your Files
- Searching for Your Files
- Working With Your Folders
- How You Can Move a File to a Folder
- Other File Alternatives
- How to Explore Other Alternatives on OneDrive Website
- How You Can Access OneDrive Website
- How to Create Dissimilar Files Using Office Online
- How to Open a File in Desktop or Online Office App
- Procedures to Adopt to Access a File
- How to Download a File or Folder to Your Computer or Mobile Device
- How to Share a File or Folder, Other People
- How to Embed a File to Your Blog or Web Page
- Tools That are Used for Sharing in Microsoft OneDrive

Lesson 4: Navigating Documents with Office Online
- How to Open a Document with Office Online
- How to Turn Off, Disable, or Uninstall OneDrive
- How to Unlink OneDrive
- How to Hide OneDrive
- How to Uninstall OneDrive
- How to Unlink for Windows 10

Lesson 5: OneDrive for Business
- Benefits of Microsoft OneDrive for Business
- How to Use OneDrive for Small Scale Businesses
- Installing and Setting Up Microsoft OneDrive for Businesses
- How to Get Started with OneDrive for Business
- Managing OneDrive for Businesses
- The Key OneDrive Structures for Small Scale Businesses
- Adopting OneDrive for Business
- The OneDrive Files On-Demand
- The Modern Attachments
- The Known Folder Move
- The Recycle Bin
- How to Restore Files

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