



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® OneDrive® For Business

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

Microsoft OneDrive for Business (formerly SkyDrive Pro) is an amazing cloud storage service that apart from storing, sharing, collaborating and syncing files, also allows users to create their own documents through Office Online. Office Online is the web-based version of some of the Microsoft Office suite of applications such as Word, Excel®, PowerPoint® and OneNote®. In this course, participants will learn how to use both the online web interface and the Desktop sync client. Participants will also learn how to store documents, pictures and other files safely and access them from any device connected to the Internet, including their phones and/or tablets.

## Target Audience

This course is intended for:

- Persons who are interested in learning how to use OneDrive for Business.

## Prerequisites

To attend this course, candidates must have:

- End-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Access, edit and share your files from the Web.
- Control who has access to their OneDrive files.
- Use versioning and the 2-stage Recycle Bin to recover files.
- Sync OneDrive to their local PC.
- Use OneDrive from inside the Microsoft Office apps on their personal computer (PC), tablet or mobile device.



## Course Topics

### Module 1: Introduction

- What is OneDrive?
- Access OneDrive

### Module 2: OneDrive For Business Web Interface

- Views
- Sort
- Display
- Create and Work with Folders
- OneDrive Keyboard Shortcuts for the Web

### Module 3: Working with Items

- Upload Files
- Move, Rename, Delete and Copy Items
- Share Files and Folders
- Use the Get Link Function
- Set Link Expiration Date
- Change Permissions
- Recover Deleted and Previous Versions of Files

### Module 4: Using Office Online

- Edit Existing Documents in Office Online App
- Print Files
- Download Files

### Module 5: OneDrive for Business Desktop App

- Configure OneDrive for Business on a Computer
- Use the Desktop App on the Computer
- Save Microsoft Office Files to the OneDrive Folder Automatically
- Use Selective Sync

### Module 6: OneDrive for Business Mobile App

- Download the App to a Mobile Phone or Tablet
- Scan Photos and Documents and Upload Directly to OneDrive