

Microsoft OneDrive Introduction



Course Details

Course Name Introduction to OneDrive

Duration 0.5 Day

Course Code AFBMOI

Assumed Knowledge No prior knowledge is required

Course Aims

The aim of this course is to introduce you to OneDrive, a cloud-based storage and collaboration service that is part of Microsoft 365. You will learn how to access, store, share, and sync your files across different devices and platforms, and how to leverage OneDrive to enhance your productivity and teamwork. You will also discover the differences between OneDrive and other similar tools, such as SharePoint and OneDrive Personal, and how to integrate OneDrive with other Microsoft 365 apps and groups. By the end of this course, you will be able to use OneDrive confidently and effectively in your daily work.

What You Will Learn

This course will teach you how to use OneDrive, a cloud service for storing and sharing files in Microsoft 365. You will learn about its features, benefits, and integration with other Microsoft 365 apps and groups. You will also learn how to access your files from different devices and platforms. By the end of this course, you will be able to use OneDrive effectively and securely.

Skills

- Set up and access OneDrive on different devices and platforms
- Manage and organize your files and folders in OneDrive
- Share and sync your files with others and collaborate in real time using OneDrive and other Microsoft 365 apps

Target Audience

This learning session is for employees who want to use OneDrive to store, access, and share files online, and to integrate them with other Microsoft 365 apps. It assumes that the participants have basic computer skills and familiarity with Microsoft Windows and Office applications.

Course Content

Module 1 - Getting Started with OneDrive

Topic A OneDrive overview

Topic B What is the purpose of OneDrive?

Topic C How does it differ?

Topic D Browser vs Desktop vs Mobile

Module 2 - Exploring OneDrive

Topic A Overview of OneDrive Interface

Topic B Key Features & Benefits

Module 3 - Making the most of OneDrive

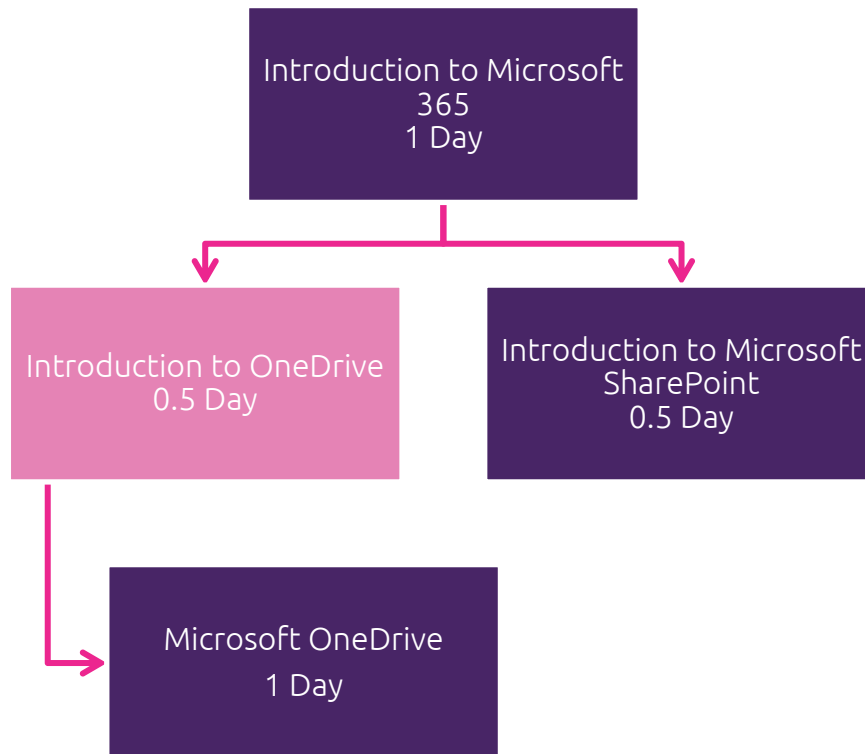
Topic A SharePoint vs OneDrive

Topic B OneDrive & Microsoft 365 Integration

Course Progression

At Appetite, we understand the significance of Document Collaboration in the modern workplace. That's why we are excited to introduce our Microsoft OneDrive training courses, these are specifically designed to empower employees with the essential knowledge and skills needed to excel in this platform and understand when and why to use OneDrive to store and manage files. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft OneDrive and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft OneDrive and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 