

OneDrive – Get started

Description

This OneDrive training provides a comprehensive understanding of Microsoft's Cloud storage tool. It is designed for anyone who wants to learn how to organize, share, and synchronize their files securely. Beyond simple storage, Microsoft OneDrive makes collaborative work easier and provides access to documents from any connected device.

Discover the potential of Microsoft OneDrive

With OneDrive, you can access your documents anytime and anywhere. The goal of this training is to help you become fully autonomous in using this solution. You will learn how to navigate the interface, upload files, and share them with colleagues or partners. Through practical examples, you will discover how to optimize your workspace and manage your data more efficiently.

Course Content

Module 1: Use OneDrive in your browser

- Sign in to OneDrive
- Upload files and folders
- Create a folder
- Sort, rename, or move files in OneDrive
- Delete files or folders in OneDrive
- Search for files
- Share files or folders
- See files you shared in OneDrive
- See files shared with you in OneDrive
- Stop sharing OneDrive files or folders, or change permissions
- Restore a previous version of a file in OneDrive
- Restore deleted files or folders in OneDrive

Module 2: Use OneDrive from your computer

- Synchronising OneDrive with a computer
- Save disk space with OneDrive Files On-Demand

Module 3: Use the OneDrive mobile app

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Participant profiles

- Employees using Microsoft 365

- Administrative managers and team leaders
- Freelancers looking to optimize their file management

Prerequisites

- Practical knowledge of Windows operating systems
- A good command of Microsoft Office

Objectives

- Access and navigate in OneDrive
- Upload and organize files and folders
- Share documents securely
- Manage sharing permissions
- Restore and synchronize OneDrive files

Description

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Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MOD