

KOENIG SOLUTIONS • COURSE OUTLINE

OneDrive 365 for Business

Learn to store, sync and manage files in OneDrive for Business, and use it with Office, OneNote and SharePoint.

7

MODULES

16

TOPICS

COURSE OVERVIEW

This course covers OneDrive for Business, starting with what it is, cloud storage concepts, and how to sign in and create an account. It then looks at accessing and syncing OneDrive files, including access from mobile devices, before covering how to structure files and find your way around the display. The course also covers using OneDrive alongside Office Online, including Word documents, Excel spreadsheets and PowerPoint decks. It closes with an introduction to using OneNote and SharePoint.

WHO THIS COURSE IS FOR

Office Users

Administrative Staff

End Users

Business Professionals

IT Support Staff

LEARNING OBJECTIVES

- Explain what OneDrive is and describe cloud storage concepts
- Create an account and sign in to OneDrive
- Access and sync OneDrive files across devices
- Access OneDrive files using a mobile device
- Structure files and navigate the OneDrive display
- Apply OneDrive with Word, Excel and PowerPoint files
- Identify how OneNote integrates with OneDrive
- Identify how SharePoint integrates with OneDrive

7 Modules, 16 Topics

01

Introduction to OneDrive for Business

TOPICS

What is OneDrive? · Understanding cloud storage · How to sign in and create an account

02

Accessing OneDrive

TOPICS

Accessing OneDrive files · Syncing OneDrive files · Accessing OneDrive with a mobile device

03

Working with Files

TOPICS

Accessing OneDrive files · Syncing OneDrive files · Accessing OneDrive with a mobile device · Accessing OneDrive files

04

Structuring and Display

TOPICS

Structuring OneDrive · Finding your way around OneDrive

05

Using OneDrive with Office

TOPICS

OneDrive and Office Online · Working with Word documents · Working with Excel spreadsheets · Working with PowerPoint decks

06

Using OneNote

07

Using SharePoint

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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