

## WORKING WITH FILES IN MICROSOFT 365

**Duration:** 3.5 hour 9:30-1:00  
or 2 hour information session e.g. 9:30-11:30 and 12:30-2:30

**Overview:** This session introduces key features of working with files in Microsoft 365. Through Office.com delegates will explore how to work with files stored in SharePoint and OneDrive Online.

**Candidate level:** Delegates attending this course should already be familiar with Windows, have a basic understanding of Microsoft Office and be able to use a browser.

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## COURSE CONTENT\*

### Getting Started with Microsoft 365

- What is Microsoft 365?
- What is the cloud?
- Advantages of Microsoft 365
- Log in to OFFICE.COM
- OFFICE.COM screen and navigation
- Accessing applications

### Basic overview of File Storage

- What are SharePoint Online and OneDrive
- Navigate to SharePoint Online and OneDrive

### SharePoint Online

- Find and follow a site
- Site orientation
- Search for files

### Working online in OneDrive and SharePoint

- Create a folder
- Create a file (e.g. word, excel)
- Open and edit files in online office apps
- Open files in Desktop App
- Locate deleted items
- Move or copy items

### Useful File Features

- Autosave
- Recover old versions of a file

### Microsoft 365 Desktop Apps

- Open and locate
- Updating Features
- Save from app directly onto OneDrive/SharePoint

### SharePoint/OneDrive Sync to Explorer

- Advantages of working in explorer
- Working in file explorer
- Ensure files are available offline

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\* The outline provides guidance on the topics to be covered on the course.  
Course content may vary according to the requirements and abilities of the members of the group.