



# DO MORE WITH ONEDRIVE AND OFFICE 365

## OVERVIEW

This workshop will focus on OneDrive and Office Online Application (Word, PowerPoint, Excel) which are part of Office 365. OneDrive is a Microsoft cloud storage service that lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet.

## LANGUAGE

English

## TIME

2.00—4.30pm

## DURATION

2.5 hours

## TARGET PARTICIPANT

All teachers

## METHODOLOGY

- ◆ Workshop Style
- ◆ Demonstration
- ◆ Practical Activities

## LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- Create Familiar with OneDrive and its feature.
- Access, store and share files using OneDrive.
- Create and edit Document (Word), Slideshow (PowerPoint) and Spreadsheet (Excel) online.

## CONTENT

- Discover OneDrive and its features.
- Ways to login to OneDrive.
- Create files (document, slideshow, etc).
- Uploading files to OneDrive.
- Editing files using Office Online Application.
- Share and collaborate files with other users.
- Download & install OneDrive from Google's Play Store and Apple's App.
- Bind your Office 365 account with the OneDrive App and app tour.