

MICROSOFT ONEDRIVE & ONENOTE



Corporate IT Course

LEARNING OUTCOMES

- Learn to securely share OneDrive documents, set permissions, and control access for smooth collaboration.
- Gain skills to collaborate in real time, co-author documents, and track changes as they happen.
- Understand how to manage version control, restore previous versions, and prevent data loss.
- Learn to create OneNote notebooks, add sections and pages, and organize content effectively.
- Master adding content in OneNote, including text, images, links, and using tags for prioritization.
- Understand how to share OneNote notebooks and manage permissions for collaborative editing.
- Learn to integrate OneDrive and OneNote with other Office 365 tools for seamless workflows.
- Develop best practices for organizing, managing, and collaborating on files and notes efficiently.

COURSE OVERVIEW

Office 365 enhances file storage and collaboration with Cloud tools like OneDrive and OneNote. OneDrive lets you access files anywhere, keeps them synced, and manages version control automatically, enabling real-time collaboration and reducing email clutter. OneNote provides a digital notebook to capture, organize, and share notes and ideas across devices, making teamwork and information management seamless.

TOPICS COVERED IN THIS COURSE

Introduction to the Cloud and Office 365

Understand the fundamentals of Office 365, OneDrive, and OneNote. Learn how to create folders and files in OneDrive and edit documents in both Word Online and the desktop version.

Share and Collaborate in OneDrive

Explore how to share OneDrive documents, set read/write access, collaborate in real time, and utilize version control to track changes efficiently.

Managing Permissions and Access

Learn how to check, modify, and manage access permissions for files and folders in OneDrive to maintain security and control over shared content.

OneDrive Navigation and File Management

Familiarise yourself with OneDrive's layout, upload files, organise folders, and integrate with Office 365 apps for streamlined workflow.

Collaborative Editing and Version Control

Practice collaborative editing of documents using Office 365 web apps, manage deleted files, and track versions to reduce errors and improve teamwork.

OneDrive Integration with Email

Learn how to link OneDrive with Outlook for seamless file sharing, access, and collaboration directly from your email.

Getting Started with OneNote

Create OneNote notebooks, plan their structure, add sections and pages, and insert content such as text, screen clippings, or files.

Advanced OneNote Features and Sharing

Share notebooks with colleagues, use To Do tags, capture audio or video, search within notebooks, and learn best practices for organisation and collaboration.