

Microsoft Forms and OneDrive for Business 365 Level 1

Course Outline

Duration: 1 Day

OneDrive for Business provides a secure and reliable cloud storage solution for managing and sharing your files within the Microsoft Office 365 environment. With files accessible anytime and anywhere, you can focus on what matters most without worrying about data loss. Meanwhile, Microsoft Forms makes creating professional, user-friendly forms, quizzes, and polls a breeze. This Forms and OneDrive training course is designed to empower you with the skills to seamlessly use both tools, taking your Office 365 expertise to the next level.

What You'll Learn

- Create and customise professional forms, quizzes, and polls using Microsoft Forms
- Add form components, adjust settings, and share forms effortlessly
- Manage files and folders in OneDrive for Business through both the app and desktop
- Sync and share files securely with OneDrive for Business
- Integrate Forms and OneDrive to save and share forms efficiently

Course Prerequisites

This course is suitable for users of all experience levels. To get the most out of this training, we recommend:

- Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device
- Basic knowledge of Microsoft Office applications

Full Course Outline

Microsoft Forms

Locating and navigating Microsoft Forms

Creating, naming, and pinning forms

Adding form components: choice, text, ratings, dates, Likert scales, file uploads, and more

Changing form themes and altering settings

Adding images and videos for a personalised experience

Sharing and Managing Forms

Sharing forms via links, QR codes, email, or embedding on websites

Handling form responses and exporting data to Excel

Collaborating with others on form results

Creating Quizzes and Advanced Features

Creating interactive quizzes with correct/incorrect answers and scoring

Adding branching and creating customised user paths

Using advanced branching to enhance quizzes and standard forms

OneDrive for Business

OneDrive Online Basics

Understanding the difference between OneDrive online and desktop

Uploading, creating, and organising files and folders

Sharing and Syncing Files

Sharing files and folders with appropriate permissions

Syncing files across devices and managing OneDrive sync settings

Advanced OneDrive Features

Using OneDrive to free up space on your computer

Backing up files securely and managing storage efficiently

OneDrive Mobile

Installing and managing the OneDrive app on mobile devices

Accessing files on the go and adjusting sync settings

Forms and OneDrive for Business Integration

Saving form responses directly to OneDrive with Power Automate

Sharing OneDrive folders containing form data for collaborative access

Centralising and organising data collection with Forms and OneDrive

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.