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Exercise: Organizing files in OneDrive

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. 🗗 Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), and then select Next. If you don't have a Microsoft account, you can select No account? Create one!
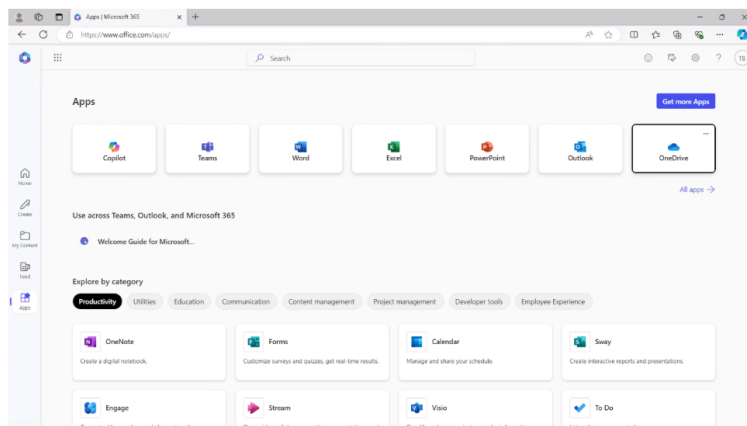
Let's get started!

In this exercise, you will upload a file to your OneDrive account, create a folder, and move the file into that folder.
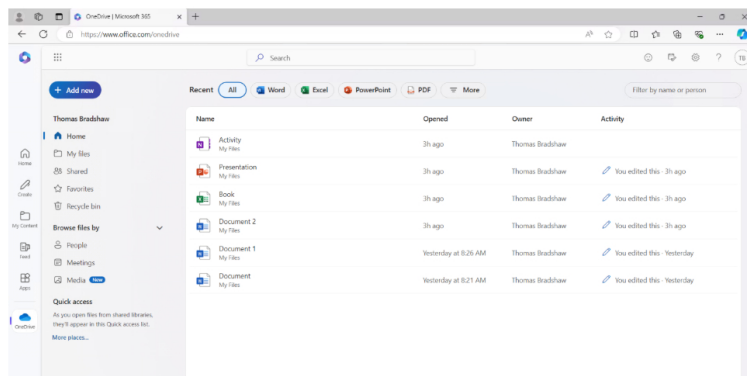
1. To begin, turn on and log into your computer. Open your most frequently used browser and open the https://login.microsoftonline.com 🗗 web page:
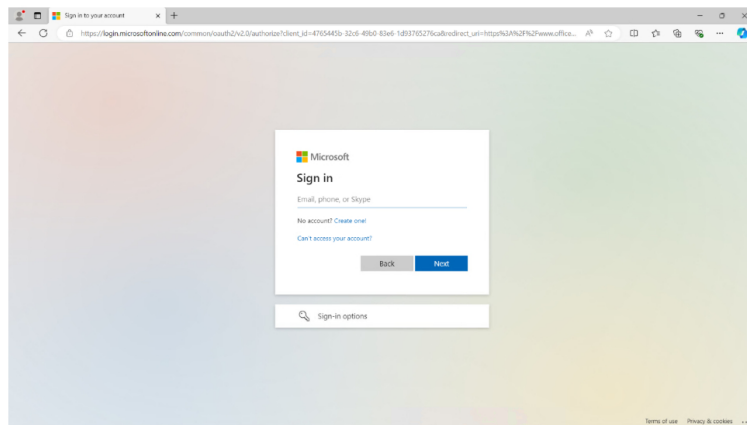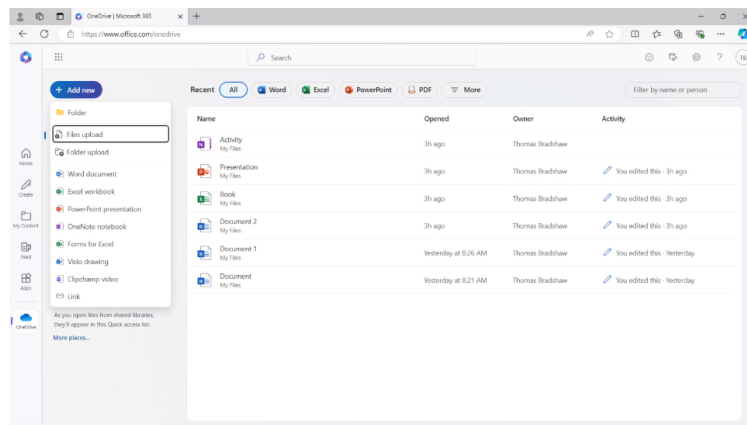

2. On the landing page, select **Apps** and then select **OneDrive**:

3. The **OneDrive for Business** page will open in a new tab and show your account's contents:
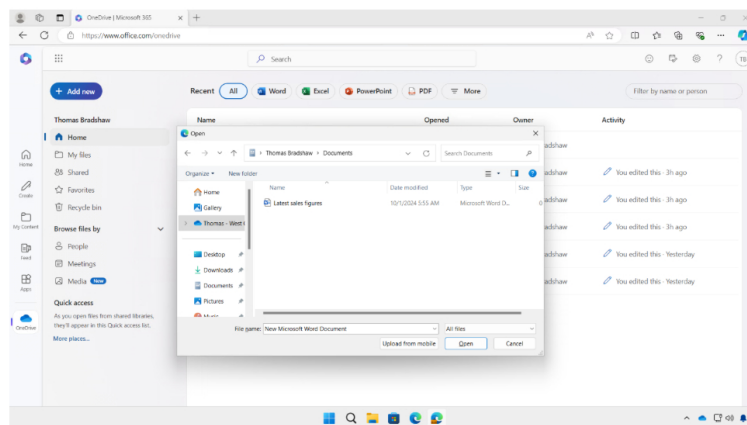
4. Let's upload a new file to your OneDrive account. Click **+Add new**, then **Files upload**:
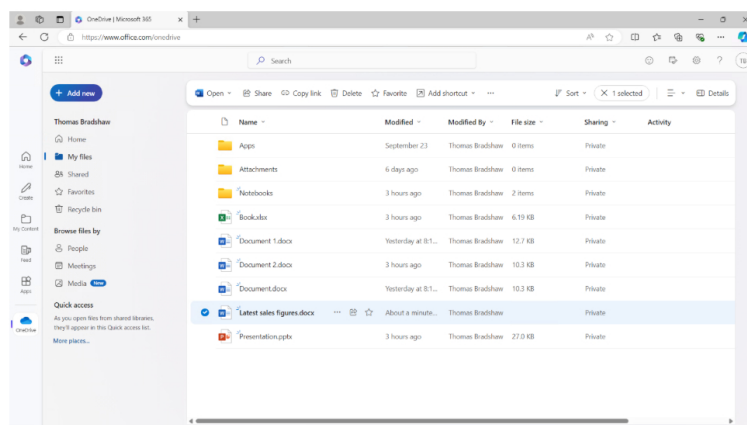

5. The **Open** dialog box appears. Navigate to your **Exercise Files**, locate and select any of the exercise files. Click **Open**.
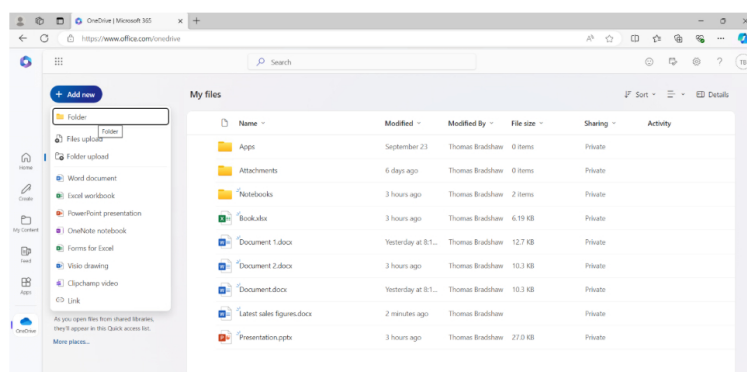
Note: In this example, we have selected the file "Latest sales figures." You can select any file in your OneDrive.
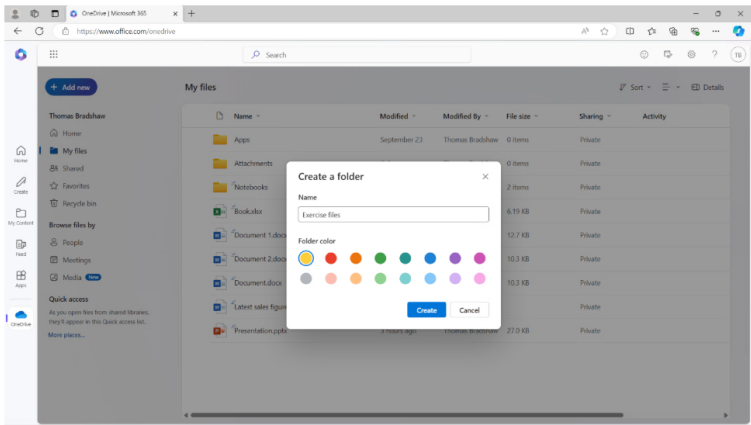

6. Back in OneDrive, if necessary, select **My files**. You can review the new file listed here:

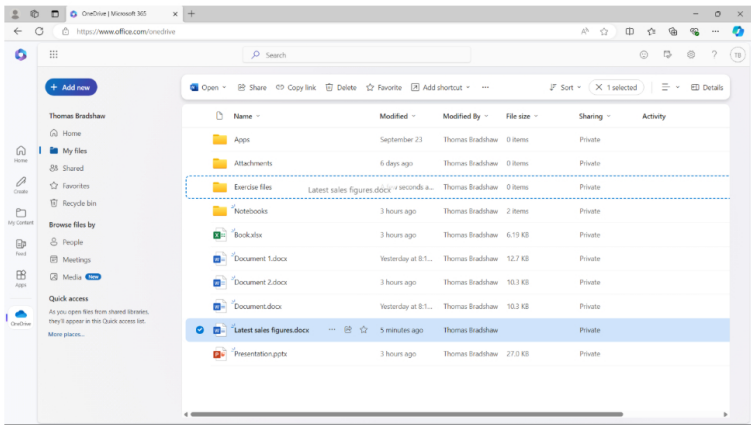7. Now, click **+AddNew**, then click **Folder**:

8. Type "Exercise Files" for the new name and click **Create**:

9. Drag and drop the file into the new folder.

Note: In this example, we have selected the file "Latest sales figures." You can select any file in your OneDrive.

10. This exercise is now complete. Leave your browser open for the next exercise.

Mark as completed

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