

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. How can you transfer files from your local machine to OneDrive?

1 / 1 point

Select all options that apply.

☒ Use the **Upload** button in OneDrive.

 ✓ **Correct**

 Correct! The **Upload** button at the top of the OneDrive window, allows you to upload single files, groups of files or folders, and their contents.

☐ Use the **New** Button on the top of the OneDrive window.

☒ Drag and drop the file.

 ✓ **Correct**

 Correct! This is one of the easiest methods to add existing files to OneDrive. Once you have selected the file in **File Explorer** on your local machine, you can drag it into the OneDrive window.

2. You want to share a file with a colleague. Which of the following methods can you use?

1 / 1 point

Select all options that apply.

☒ Right-click on the filename and choose **Share**.

 ✓ **Correct**

 Correct! The shortcut menu generated when you right-click on the filename contains a **Share** option as well as options such as **Open**, **Delete**, **Move**, or **Copy**.

☐ Move the file into the **Shared** section on the left-hand side of the OneDrive window.

☒ Use the **Share** icon at the top of the OneDrive window.

 ✓ **Correct**

 Correct! When you click in the circle beside a filename to select it, the **Share** choice becomes visible at the top of the OneDrive window. This will allow you to create a share link to send to your colleague.

☒ Use the **Share** icon next to the right of the file name.

 ✓ **Correct**

 Correct! When you move the mouse pointer over the filename, a **Share** arrow is visible to the right. This will allow you to create a share link to send to your colleague.

3. You want to share a file with colleagues, but you do not want them to be able to edit the content. How would you do this?

1 / 1 point

☒ Click on the box under the **Send Link** header and untick the **Allow Editing** choice in the **Link Settings** box.

☐ You do not need to do anything. When you share the file, it will automatically be read-only.

☐ Change the **Anyone with link can edit** choice to **Specific People**.

 ✓ **Correct**

 Correct! The **Allow Editing** box is automatically ticked in this drop-down because that is the default setting. Clearing this box will create a read-only link.

4. What does the following option on the Send Link box do?

1 / 1 point

Send link

...

☒ Anyone with the link can edit >

To: Name, group or email

✎

Message...

Send


☒ Creates a copy of the share link that you can paste into an email, a message, or a chat.

☐ Creates a link that people can use to create their copy of the file.

✔ **Correct**

Correct! When you click on the **Copy Link** button, the link to the file is placed on the clipboard in **Windows** and it can then be pasted into any location you wish.

5. In the **Link Settings** box, what can you customize?

1 / 1 point

Select all options that apply.

☒ Restrict Editing.

✔ **Correct**

Correct! If you clear the **Allow Editing** box in this dialog OneDrive creates a read-only link to the file.

☒ Set a password to improve security.

✔ **Correct**

Correct! If you use the **Set Password** option in the **Link Settings**, the person you are sharing the file with will be asked for a password when they click on the link. If they do not enter the correct password, the link will be inactive.

☒ Block download of the file.

✔ **Correct**

Correct! If the **Block Download** option is set to on, people will be able to use the link to open the shared file, but they will not be able to download it.