**Microsoft OneDrive 365 for Business**

**QUIZ**

1. What is the primary function of Microsoft OneDrive for Business?

a. Email communication.

**b. Cloud-based file storage.**

c. Video conferencing.

d. Project management.

2. Which feature allows you to access files without taking up local storage space?

**a. Files On-Demand**

b. File Sharing

c. Recycle Bin

d. File Synchronization

3. Files stored in OneDrive are only available in the cloud and must be accessed via OneDrive online.

a. True

**b. False**

4. How can you collaborate in real time on a document using OneDrive?

a. Send an email attachment.

b. Save multiple versions.

**c. Co-authoring.**

d. File synchronization.

5. If we want to save space on our PC, we can change any file in OneDrive to reside in the cloud only by choosing which option?

a. Make available online

b. Save

**c. Free up space**

d. Always keep on this device