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.

   ☑ 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.

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

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

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   Select all options that apply.

   ☑ 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.

   ☐ 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.

   ☑ 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**.

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?

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   ◯ 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.**

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

   > ✓ **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?
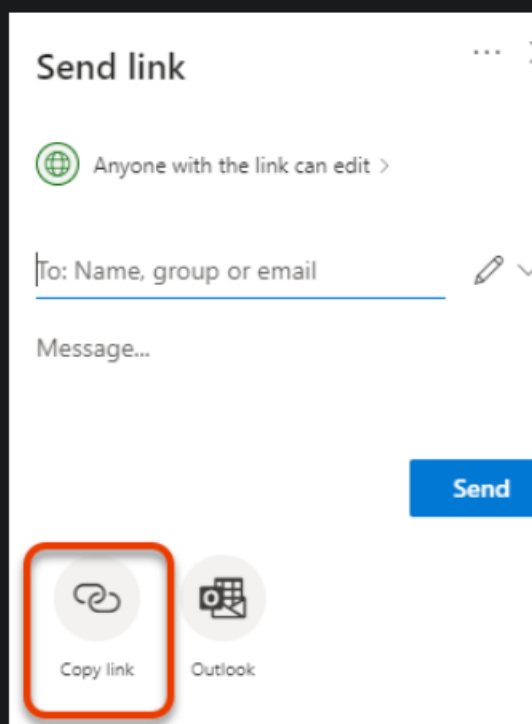
- ⦿ Creates a copy of the share link that you can paste into an email, a message, or a chat.
- ○ Creates a link that people can use to create their copy of the file.

> ✓ **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?

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.