

Microsoft OneDrive

Lesson Plan

A student who has some experience with Microsoft Office and the internet learns how to use Microsoft’s free online storage service and basic software access.

Lesson Objectives

At the end of the class, the student will:

* Know how to access their OneDrive account.
* Know how to upload files to their OneDrive account.
* Know how to create basic Word/Excel/PowerPoint documents in OneDrive.
* Know how to share and edit documents once they are created.

Lesson Prep Work

(30 min, at a minimum, prior to student arrival)

* get in early to test for technology failure, because it will happen :-)
* pre-save a photo to the desktop of each student computer
* double check the website to see if any changes have been made to the software
* update handouts if there are any changes to the website
* bring a portable device (android or iOS) into the classroom for Mobile demo
* print handouts

Lesson Prerequisites

* Mouse/Internet competency.
* An email address and experience using it (Microsoft email is recommended, but not necessary).
* Basic Microsoft Office skills.

Lesson Outline

The lesson is completed in one (90) minute class session.

*(5) minute Introduction*

* Introduce instructor, students.
  + Ask students at introduction: What cloud applications are you already using?
* Let students know it’s okay to take phone calls, but ask them to put their phone on vibrate and answer calls outside the classroom.
* Inform students that they can sit back and watch if the class is too advanced.
* Inform students they can go to the bathroom, they don’t need permission.
* Show order in which class will happen. Explain scope of class.

*(80) Activities*

(5) What is OneDrive?

* + *What is OneDrive?*
    - OneDrive is a free cloud computing application. Cloud computing means is that you access it through a web browser and an internet connection. The information stored on OneDrive is not stored on your computer (unless you save a duplicate file there).
    - OneDrive is an online storage service. It comes with a limited suite of Microsoft Office software including Word, Excel and PowerPoint.
  + *Why would you use OneDrive?*
    - Backup important files (e.g. Resumes, pictures, etc.)
    - Create documents on computers that don’t have Microsoft Office installed.
    - Share documents with other people and collaborate.

(5) Create/Access Your Account

* + Create an Account
    - *Explanation*
      * In order to have access to OneDrive, you have to have a Microsoft account.
      * A Microsoft account can be a Hotmail, Outlook, Live or MSN email account; or you can create a new account using your Yahoo, Gmail or other service.
      * We are going to create a free account. You can always upgrade to a paid account to get more storage and more Office features.
    - *Activity: Create an account.*
      * Step 1 – Open a browser (we prefer Firefox) and go to OneDrive.com.
      * *Teacher’s Tip: Make sure all students are using the same browser. If you’re using Chrome and the rest of your students are using IE, the downloading portion of this class won’t go well.*
      * Step 2a – Students who have a Hotmail, Outlook, Live or MSN email account can automatically login.
      * Step 2b – Students who don’t have the above email accounts, click on Sign Up Now.
      * Step 3 – Fill in the form using an already created email address.
      * Step 4 – Click on Create Account.
  + Access Your Account in the Future
    - *Explanation*
      * We’ve just created accounts for the class. In the future, students can just login rather than create new accounts.
    - *Activity: Log out and log back into their OneDrive accounts.*
      * Step 1 – Click on your name in the upper right corner.
      * Step 2 – Click on Sign out.
      * Step 3 – Close the browser window, just for good measure.
      * Step 4 – Open a browser again and go to OneDrive.com.
      * Step 5 – Use email address and password to sign in to account.

(10) Storage

* + Upload Documents/Files
    - *Explanation*
      * One of the major features of OneDrive is its online storage.
      * 7 GB free storage – you can buy more storage for a monthly fee.
      * Store any file up to 300 MB in size.
      * This is more than any of you will ever use up in terms of document storage. You could quickly fill it up if you have a ton of pictures you want to back up; 7GB will fit about 1800 images, depending on their size.
      * You can upload documents, images, and other files from your computer to your OneDrive.
      * It’s a great option for backing up important documents.
    - *Activity: Upload a document to OneDrive.*
      * Step 1 – Create a Word document with the student’s name on the top of the page.
      * Step 2 – Save the document to the desktop. Give it the title *Resume.docx*
      * Step 3 – Go back to OneDrive.
      * Step 4 – Click on Upload.
      * Step 5 – Use the dialog box to find and upload the document you just created.
      * Step 6 – Open the document in OneDrive.
      * *Teacher’s Tip: point out that it is the same document. You can click on Edit to edit the document online and all changes will be saved automatically. There will be more on this later.*
    - *Comprehension Check: Upload another document to OneDrive.*
      * Ask students to follow the same process to upload a picture file saved to the desktop of each computer.
      * Instructor walks around the room to answer questions while students work.
  + Download Documents/Files
    - *Explanation*
      * The upload feature is a great workaround to carrying around a flashdrive all the time. But if you need to email off a resume, for example, you need to download the document before you can attach it to an application.
      * It’s also a good idea not to keep important documents in just one location all the time as well.
    - *Activity: Download Resume.docx back to the computer.*
      * Step 1 – Click in the selection square for the document.
      * *Teacher’s Tip: Point out that if you miss the square and click on the document instead, you open the document. We’ll get to that in a moment, for now, make sure you are clicking in the selection square.*
      * Step 2 – Click on Download in the menu bar at the top.
      * Step 3 – Use the dialog boxes to save the file to the documents folder of the computer.
      * *Teacher’s Tip: Explain that there are now 2 copies of the document: 1 on the computer; 1 in OneDrive.*
    - *Comprehension Check: download the picture you uploaded back to the computer.* 
      * Instructor walks around the room to assist students who struggle.
      * Remind students that they need to use the selection square, not click on the title.

(20) Available Free Software

* + Word
    - *Explanation*
      * One of the major benefits of using OneDrive is all the free software that is available online.
      * There are free versions of Word, Excel and PowerPoint 2013 with your OneDrive account.
      * They are not the full versions, so many of the advanced features are missing.
      * There is still more available in the online software than 90% of people will ever use.
      * *Teacher’s Tip: This class is geared towards showing what’s available,not teaching Word. If students have specific questions about OneDrive features, awesome, but we will not be doing a Word Basics class. Advertise the Word Basics class for people who need it.*
    - *Activity: Create a new Word document.*
      * Step 1 – Click on Create.
      * Step 2 – Click on Word Document.
      * Step 3 – Give the document a title by click in on Document 1 in the title bar. Type [Student Name] Word Example for the title.
      * Step 4 – Briefly run through the tabs and the options available to OneDrive users for free.
      * *Teacher’s Tip: If you have Word open on your computer, you can do a compare and contrast to show students the difference.*
      * Step 5 – Point out that the document automatically saves as you type. No clicking on Save! Ask students to type in their favorite super power.
      * Step 6 – Close out of the tab with your document open in it to get back to your OneDrive account.
    - *Activity: Edit a previously created Word document.*
      * Step 1 – Click on the title of Resume.docx.
      * *Teacher’s Tip: because you had to click in the box the previous time, many students will want to click in it again. Point out that you don’t have to, but it doesn’t screw anything up if you do.*
      * Step 2 – Click on Edit Document.
      * Step 3 – Click on Edit in Word Online.
      * *Teacher’s Tip: Several students won’t read both options under Edit Document and may click on Edit in Word. Just have them close the software and try again.*
      * Step 4 – Close out of the tab with the document open to get back to your main OneDrive page.
  + Excel
    - *Activity: Create a New Excel Workbook.*
      * Step 1 – Click on Create.
      * Step 2 – Click on Excel Workbook.
      * Step 3 – Click in the title bar and give the workbook a title of Excel Example.
      * Step 4 – Run through the tab options to point out the difference from the install version of Excel.
      * Step 5 – Close out of the tab to get back to your OneDrive main account. Point out the workbook on the homepage of the account.
    - *Comprehension Check: Students open the Excel Workbook in editing mode.* 
      * Instructor walks around the room to help students who get stuck.
  + PowerPoint
    - *Activity: Create a new PowerPoint Presentation.*
      * Step 1 – Click on Create.
      * Step 2 – Click on PowerPoint Presentation.
      * Step 3 – Click in the title bar to give the title PowerPoint Example.
      * Step 4 – Run through the tabs to show the differences from the install version of PowerPoint.
      * Step 5 – Close out of the tab to get back to your main OneDrive account.
    - *Comprehension Check: open PowerPoint Example in editing mode.* 
      * Instructor walks around the room to assist students who get stuck.

(20) Collaboration

* + Sharing Documents
    - *Explanation*
      * One of the key benefits of working on OneDrive is the ability to share and simultaneously edit documents with other people.
      * While the people you share the documents with don’t need a OneDrive account, I have found it to be more convenient if they have one. If they do not have a OneDrive account, they just get a link in their email. In order to access the document again in the future, they need to go in through the link in their email.
    - *Activity: Students share [Student Name] Word Example with the instructor.*
      * Step 1 – From the OneDrive home page, click on the selection square for [Student Name] Word Example.
      * *Teacher’s Tip: Students may accidentally click on the title of the document instead of in the selection square.*
      * Step 2 – Click on Share in the menu at the top of the page.
      * Step 3 – Students type the instructor’s OneDrive email address in the To: field.
      * *Teacher’s Tip: Point out that students can determine if recipients should be able to edit or just view documents. You might want to ask students when they might want to share a file that they didn’t want people to edit.*
      * *Teacher’s Tip: Point out the option to get a link instead of sharing with specific people. This allows students to send a mass email to a group of recipients or share the document on a website.*
      * Step 4 – Click on Share.
    - *Comprehension Check: Students share Excel Example and PowerPoint Example with the instructor.*
      * Instructor walks around the room to assist students who get stuck.
  + Simultaneous Editing
    - *Explanation*
      * Once a document is shared with someone, if they were set to be able to edit a document, both people can edit it at the same time.
    - *Activity: Students and instructor open the same document and edit it together.*
      * Step 1 – Open [Student Name] Word Example in editing mode on both instructor and student PC for one student.
      * Step 2 – Instructor types into the document: “What’s your favorite food?”
      * Step 3 – Student answers the question in the document.
      * *Teacher’s Tip: It is probably useful to go through this process with a couple students, but not necessary for everyone in your class.*
  + Track Changes
    - *Explanation*
      * When you have several people working on a document, it can get a little confusing. Too many people editing and everyone with different opinions on what works and what doesn’t.
      * Sometimes, you may want to go back in time and see a previous version of the document.
      * There is a similar option in the installed version of Word called “Track Changes”. Version history is not quite as powerful as Track Changes.
    - *Activity: Students see a previous version of one of their documents.*
      * Step 1 – Open Resume.docx.
      * Step 2 – Have students type in their phone number and email address under their name.
      * *Teacher’s Tip: Remind students that OneDrive saves files automatically. We don’t need to click save, but that also means it saves changes witout asking for permission!*
      * Step 3 – Click on the File tab.
      * Step 4 – Click on Info.
      * Step 5 – Click on Previous Versions.
      * Step 6 – Click on any of the previous versions to see what that version of the document looks like.
      * Step 7 – If students like a previous version better, click on Restore under that version’s time stamp. The newer version (the one you changed away from by clicking restore) will be saved as a previous version.
  + OPTIONAL (if you’re on time): Syncing folder.
    - *Explanation*
      * If you realize you need more of the software features than comes with the OneDrive free account, you can always download a document to work on it on the installed version of the software.
      * If you download the file to work on with install software, you have to upload a duplicate copy to access in OneDrive again. This means you also need to share the document again with anyone who needs access to it.
      * OR! If you are using your own computer, you can install the OneDrive syncing folder.
      * This installs a folder in the Documents folder on your computer. Anything you save to this folder will automatically be added to your OneDrive account or be updated if you make changes, including changes you make in the install version of Word!
    - *Activity: Install the OneDrive syncing folder.*
      * Step 1 – Click on Get OneDrive apps.
      * Step 2 – Click on Download OneDrive for Windows.
      * Step 3 – Find the installer file on your computer and double click it to run it.
      * Step 4 – Run through the dialog boxes to finish your installation.
      * *Teacher’s Tip: A Windows Explorer window will open to show you your OneDrive content. I would recommend closing out of this folder to show people how to find the folder in the future.*
    - *Activity: Access a Resume.docx through the OneDrive syncing folder.*
      * Step 1 – Open Windows Explorer from the taskbar.
      * Step 2 – Click on OneDrive in the navigation pane.
      * Step 3 – Open Resume.docx.
      * Step 4 – Type in Work History under your name and make it bold.
      * Step 5 – Save the file.
      * *Teacher’s Tip: You may need to refresh your OneDrive tab to get the changes to show up there.*
      * Step 6 – Open the file in OneDrive to show that the changes were automatically updated in the online version.
      * *Teacher’s Tip: Make sure to explain again that this was only because we are using a syncing folder. If we’d downloaded the document and edited without using the syncing folder, we would not see the changes in the online document.*

(10) Basic Navigation

* + Search for a Specific Document
    - *Explanation*
      * As you use your OneDrive account, you are going to get more and more documents and other files.
      * Eventually, you’ll need to find a file, but you don’t want to have to scroll through all of your content.
      * Searching is a powerful tool that will bring documents to you instead of you looking for them!
      * When you search, it only searches the title of the document, not the content.
    - *Activity: Search for Resume.docx.*
      * Step 1 – On the OneDrive home screen, click in the search field.
      * Step 2 – Type in Resume.
      * Step 3 – Hit Enter.
      * Step 4 – Click on Resume.docx to open it.
  + Deleting Unneeded Documents
    - *Explanation*
      * If there are documents cluttering up your OneDrive account, you may want to get rid of them.
    - *Activity: Delete [Student Name] Word Example.*
      * Step 1 – Click in the selection square for [Student Name] Word Example.
      * Step 2 – Click on Manage.
      * Step 3 – Click on Delete.
    - *Comprehension Check: Students delete any other class files they no longer want.* 
      * Instructor walks around the room to assist students who fall behind.
  + Sign Out
    - *Explanation*
      * If you are on a shared computer, you always want to sign out of any account you used.
      * You especially want to sign out of your OneDrive account if you have any sensitive documents. Like, for example, your resume, with all of your contact information and work history in it.
    - *Activity: Sign out of your OneDrive account.*
      * Step 1 – Click on your name in the upper right corner.
      * Step 2 – Click on Sign Out.
      * Step 3 – Close the browser.
    - *Comprehension Check: Students sign back into their accounts and sign back out.*
      * Instructor walks around the room to assist students who fall behind.

(10) Mobile Access

* + Find App in the market or store
    - *Explanation*
      * We don’t always have access to a computer when we need to access our online documents.
      * You can install the OneDrive app on any mobile device.
      * It is limited to viewing and uploading files only. You cannot edit or create new documents.
      * If you download a file, you MAY have editing tools you can use to edit the document on your device. BUT! Then you need to upload the file back into your OneDrive to access it again.
    - *Activity: DEMO ONLY (only students with smartphones can follow along, and since it will look slightly different on Android v. iOS v. Windows, it’s easiest just to demo): Install the OneDrive app.*
      * Step 1 – Open your App Store or Play Store.
      * Step 2 – Search for OneDrive.
      * Step 3 – Complete the appropriate taps to install the app.
  + Use the app to access and upload files
    - *Activity: Sign into your OneDrive account and access files.*
      * Step 1 – Open OneDrive on your mobile device.
      * Step 2 – Sign into your OneDrive account.
      * Step 3 – Open Resume.docx.
      * *Teacher’s Tip: Point out that you can’t edit the document. Just view.*
    - *Activity: Upload a picture from your device to your OneDrive account.*
      * Step 1 – Open the OneDrive app.
      * Step 2 – Tap on the Upload button.
      * Step 3 – Tap on Upload photos or videos.
      * Step 4 – Tap on the photo you want to upload.
      * Step 5 – Tap on Upload.

*(5)* *Conclusion*

* Go over handout, review material, and emphasize contact info & further resources on handout.
* Any questions? Final comments?
* Remind patrons to practice; assign take-home-practice – remind them they can ask for help
* Remind to take survey.
* Inform students that they could attend the Skype 101 class as well. It is another Microsoft product that they can use the same login information to access.

What This Lesson Does Not Cover

* We do not teach how to use Word, Excel or PowerPoint. We have classes that teach specifically how to use each of those software. This class is about the uses of OneDrive, and the skills learned in other classes are translatable to this class.