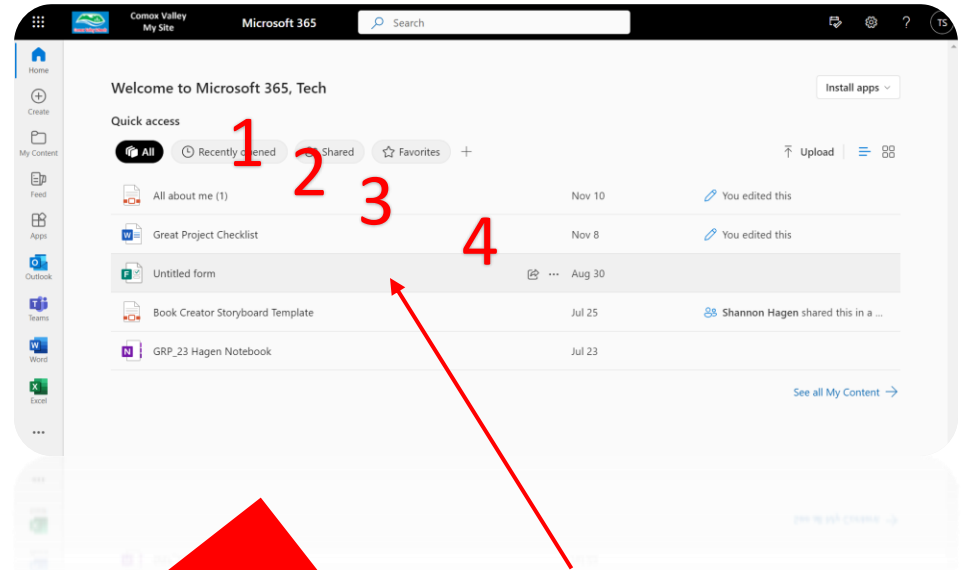


Navigating Your OneDrive

Scavenger Hunt

Locate the items on your screen from the list.

Drag and drop the numbers to the correct location.



1. Shared
2. Upload
3. Apps
4. Word
5. Creating Favourite ***
6. Recently Opened
7. Favourites
8. Microsoft Waffle

Locate each of these on your screen.

Click, hold and drag the numbers on the slide to where these are located.

**** Means this feature is "hidden". You will need to hover or click your mouse to find it.*

1. Recycle Bin
2. Shared
3. Upload ***
4. Create New Word Document ***
5. Home
6. Class Team *(May or may not be there)*
7. Recent
8. Microsoft Waffle
9. My Files (ALL files are here)
10. Share Icon *** (to share with others)
11. Search

8

4 Add new

3

7

Recent All Word Excel PowerPoint PDF Filter by name or person

Tech Student

9 Home

5 My files

2 Shared

Favorites

1 Recycle bin

Browse files by

People New

Meetings New





Quick access

Exp0823_GRP_23 Hagen

More places...

Storage

6

Name	Opened	Owner	Activity
 All about me (1) My Files	Nov 10	Tech Student	 You edited this · Nov 10
 Great Project Checklist Exp0823_GRP_23 Hagen	Nov 8	Tech Student	
 GRP_23 Hagen Notebook Exp0823_GRP_23 Hagen	Jul 23	Shannon Hagen	

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