



# Mastering OneDrive And Office Online

By Saqib Khan

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## Mastering OneDrive And Office Online By Saqib Khan

Microsoft OneDrive (formerly SkyDrive) is an amazing cloud storage service that apart from storing, sharing (or collaboration) and syncing files, also offers an online office suite (known as Office Online) which allow its users to create and edit Word, Excel, PowerPoint, OneNote and Text documents online. But apart from that, there are also many third-party apps that supports OneDrive and expands the functionality of OneDrive to a great extent.

This book teaches you everything you ever wanted to know about OneDrive. It starts from the basic and then goes towards advanced stage. Apart from explaining you how to use OneDrive desktop application, and OneDrive's web interface, it also explains Office Online in detail.

## Mastering OneDrive Book also teaches you:

- Word Online
- Excel Online
- PowerPoint Online
- OneNote Online
- Text documents

Apart from teaching you how to use OneDrive's sync program and its online office suite, this book also teaches you **how to get the most out of OneDrive**. For example:

- Do you know that you can save Microsoft Office files directly to OneDrive?
- Do you know that you can add OneDrive shortcut to the right-click menu of Windows?
- Do you know that you can scan documents and send it directly to OneDrive?

And we're just starting. This OneDrive guide includes many more hidden gems that you don't want to miss, especially if you're a OneDrive user!

All the information presented in this book is in plain simple English, no complicated technical jargon at all. You'll learn everything with step-by-step instructions and necessary screenshots. Think of this as a complete guide to

OneDrive, which is a must-have if you want to Master OneDrive.

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