

Creating and Sharing - OneDrive Assignment

Overview

The purpose of this assignment is to illustrate how cloud storage is used. In this assignment, you will use Microsoft OneDrive and the online versions of Word, Excel, and PowerPoint.

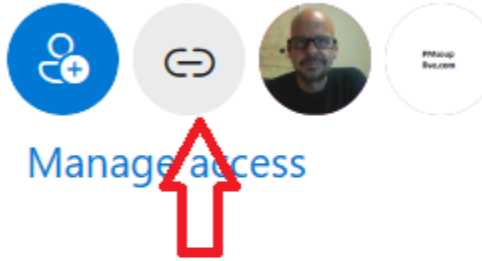
Prior to Beginning

Before beginning this assignment, you should review the content at this link [OneDrive Resources](#). If you use your Lamarpa OneDrive account for these exercises, you will not get credit. If you use the desktop Office apps for this, you will not get credit.

Assignment

1. In OneDrive, create a folder named **yourname-classwork**
2. Using the Microsoft online Office apps (Word Online, Excel Online, and Powerpoint Online), create the following documents in the **yourname-classwork** folder:
 1. A Word document created **using Word Online** and named **Current Events-yourname**. In the **Current Events-yourname** document, create at least two quick paragraphs detailing your opinion on a current event of today. The first line of the document should be in Heading 1 style and you should include at least 2 pictures (sized appropriately), a link, a table, and a bulleted list.
 2. An Excel document created using **Excel Online** and named **Budget-your name**. It should contain hypothetical monthly revenue, expenses, and net income (after expenses) for each of three months starting with this month. Revenue is the money you will be receiving, such as paychecks, etc. Expenses are items on which you spend money, such as rent, utilities, insurance, etc. Be sure you use a formula to calculate net income. (Net income is your total revenue minus all the expenses.) **Suggested approach:** a good way to accomplish this is to list the revenue and the expenses in column A, and then put the months as three separate columns in your spreadsheet (columns B, C and D).
 3. A PowerPoint document created using **Powerpoint Online** and named **Accomplishment - Your Name**. It should contain at least five slides which present something you have accomplished. You must include at least three pictures and a link.
3. Create a folder named **Some Fantastic Pictures** in your **yourname-classwork** folder and upload at least three recent, original pictures of something you've taken around Lamar or around your residence.
4. Share the **yourname-classwork** folder with ONLY me at jcademic@outlook.com, allowing me to edit the contents. **NOTES: Be sure your folder is shared properly with me at jcademic@outlook.com or I will not be able to grade your work!** If you need to communicate with me, do not email me at this address, because I will not check this email for normal email. Be sure to follow the instructions in this link <https://csus4.com/OneDrive/SharingFoldersinOneDrive.pdf> **When submitting your assignment in Blackboard (see below) you will need to paste a link to the shared OneDrive folder. After you share your folder, you can get a link to the folder, by opening the folder in OneDrive, then selecting and copying the address from the browser's address bar. IMPORTANT if you allow anyone with the link to access the folder, you may lose control over who will access it. This is because anyone with the link could give the link to others. This is a security problem. So be sure you only share only with specific people.**

Has access



**Bad! Indicates
that anyone with
link can access
the folder**

Submitting the Assignment.

When you have completed the assignment, go to Blackboard, and for **Creating and Sharing - OneDrive Assignment**, submit the following:

1. A link to your shared **yourname-classwork** folder (which you copied in step 4 above). Use **My OneDrive Class Folder** for the link text **To get a link to the folder, you should open the folder in OneDrive, then select and copy the address from the browser's address bar.**