Unit 2 Assignment

Outcomes addressed in this activity:

Unit Outcomes:

- Practice basic file management techniques.
- Use cloud-based services to manage files and folders.

Course Outcome:

IT133-1: Use the computer operating system and cloud-based services to set preferences and manage files.

Installing Office and Activating OneDrive

Instructions

Step 1: If you do not already have either Office 2013 or 365 installed on your computer, download and install Office 365 from the KU Student Store.

NOTE: If you already have Office installed on your computer, please skip Step 1 and move on to Step 2.

There are two versions of Office 2013 available to you: Office 365 and Office 2013. Each has their advantages. Although this course focuses specifically on Office 365, you can certainly use Office 2013 to complete this course and its associated modules.

Once you have successfully installed Office 365 on your computer, please move on to the next step in this Assignment. If you already have Office 2013 or Office 365 installed on your computer, move on to Step 2.

Step 2: Activate/Create your OneDrive account

Getting to know your new Office 365 subscription, setting up your OneDrive account to sync, and managing your Office subscription online are the powerful features of cloud computing.

Managing files and folders on the cloud is much the same as you do on your computer. You can easily create folders and files in the cloud on your OneDrive.

Assignment Grading Rubric

Course: IT133   Unit: 2   Points: 65

Follow these steps to create your OneDrive account if you do not already have one: Note that OneDrive comes preinstalled on Windows 8.1. OneDrive is not supported on Windows XP.

1. Log into https://onedrive.live.com
2. Click the Sign Up button
3. Select Create a Microsoft Account button
4. Fill in the Create an Account form
5. Once you have filled out the form click the "Create account" button and that is all there is too it.

Now that you have created your OneDrive account, you are now ready to move onto Step 3.

Step 3: Setting up a folder in OneDrive for your class files

You will create one folder, add one file to that folder, take a screenshot of your OneDrive screen at http://onedrive.live.com, and place it in a Microsoft Word Document. Here is an example of what it might look like.
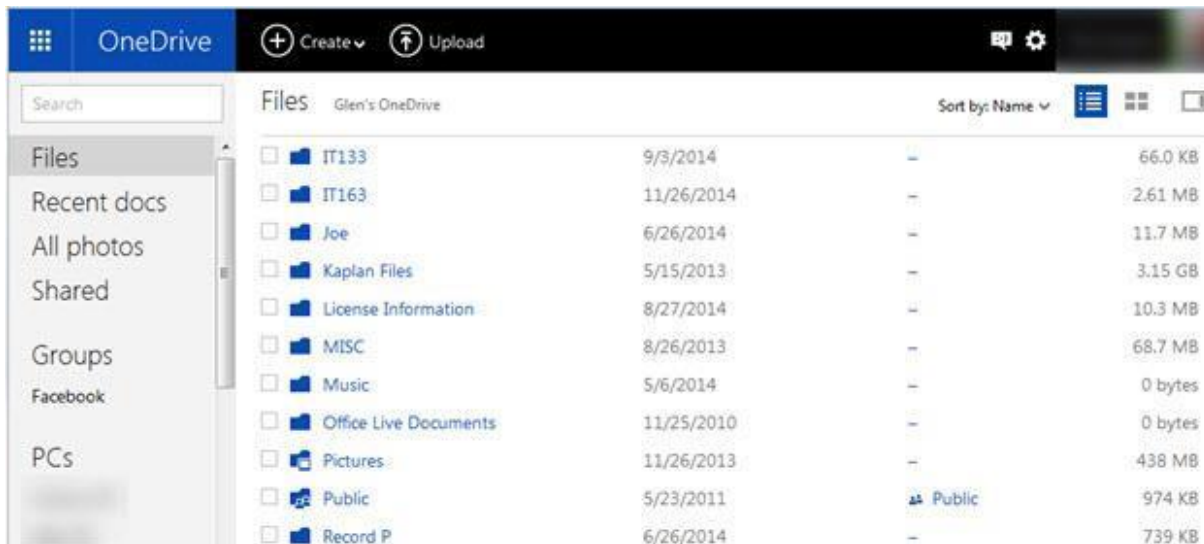
Directions for Submitting Your Assignment

Compose your Assignment in a Microsoft Word document and save it as **IT133_LastName_Unit_2.docx** and submit it to the Assignment Dropbox for Unit 2.

Review the grading rubric below before beginning this activity.

Assignment Grading Rubric

Course: IT133   Unit: 2   Points: 65

Assignment grading rubric = 65 points

Assignment Requirements	Points Possible	Points Earned
Steps 2 and 3: Activate OneDrive and create one folder, add one file to that folder, and take a screenshot.	**0–65**	
Total (Sum of all points)	**0–65**	