

# Web (Cloud & Office 365) – OCP-A

## *Introduction to Cloud Computing*

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| Course Objectives    | <ul style="list-style-type: none"> <li>• Understand cloud computing</li> <li>• Learn about OneDrive, Office 365 and Office Online</li> <li>• Learn about syncing files between your computer and OneDrive</li> <li>• Explore how to upload files to and download files from OneDrive</li> <li>• Learn how to share files and folders on OneDrive</li> <li>• Understand co-authoring</li> <li>• Make a comparison to Google Drive</li> </ul> |
| Competencies         | 11.04- 11.05- 14.01- 14.04  |
| Module Materials     | Microsoft Office 2016, Introductory textbook  |
| Assignments          | <ul style="list-style-type: none"> <li>• Read the full Appendix A: APP A1 to APP A15 (located in the back of the book)</li> <li>• Do some internet research about how to use Google Drive. In doing the research, consider how it compares to Microsoft OneDrive.</li> <li>• Give your instructor some feedback about what you have learned about cloud computing and Google Drive. (See the Assessment section of this module.)</li> </ul> |
| Special Instructions | <p>This module is to enrich your personal knowledge regarding the latest technologies for file sharing and storage.</p> <p>School computer settings cannot be modified. For the features you would like to explore that cannot be modified on the school computer, you may practice using your personal computer, tablet, or smartphone.</p>  |
| Assessment           | <ul style="list-style-type: none"> <li>• Create a GoogleDoc in your Google Drive. Using complete sentences, write a paragraph or two of what you learned about cloud computing. Share with me the final document at <a href="mailto:pamela.cribb@ocps.net">pamela.cribb@ocps.net</a> and make sure you have given me “can comment” rights.</li> <li>• Take the SAM exam: WEB (Cloud and Office 365). Passing Score: 80%</li> </ul>          |