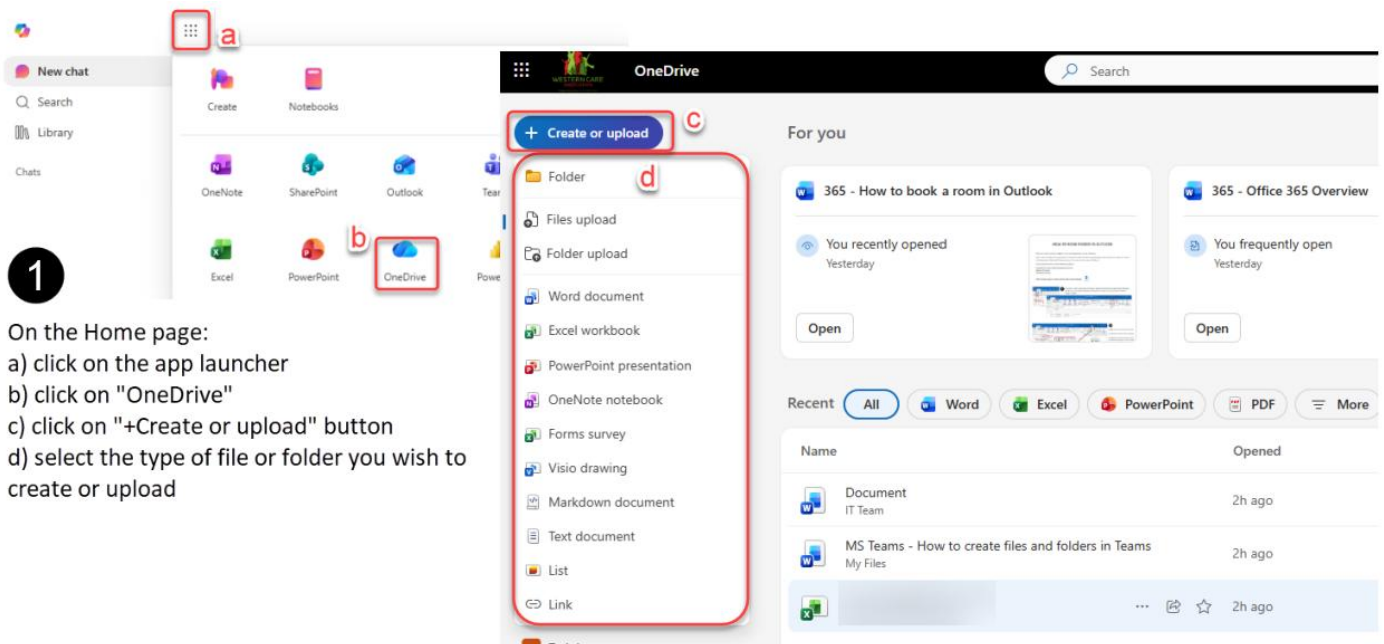


HOW TO CREATE FILES & FOLDERS IN OFFICE 365

There are 3 ways to create files in Office 365: I) in OneDrive (My Files), and II) in any Office App.

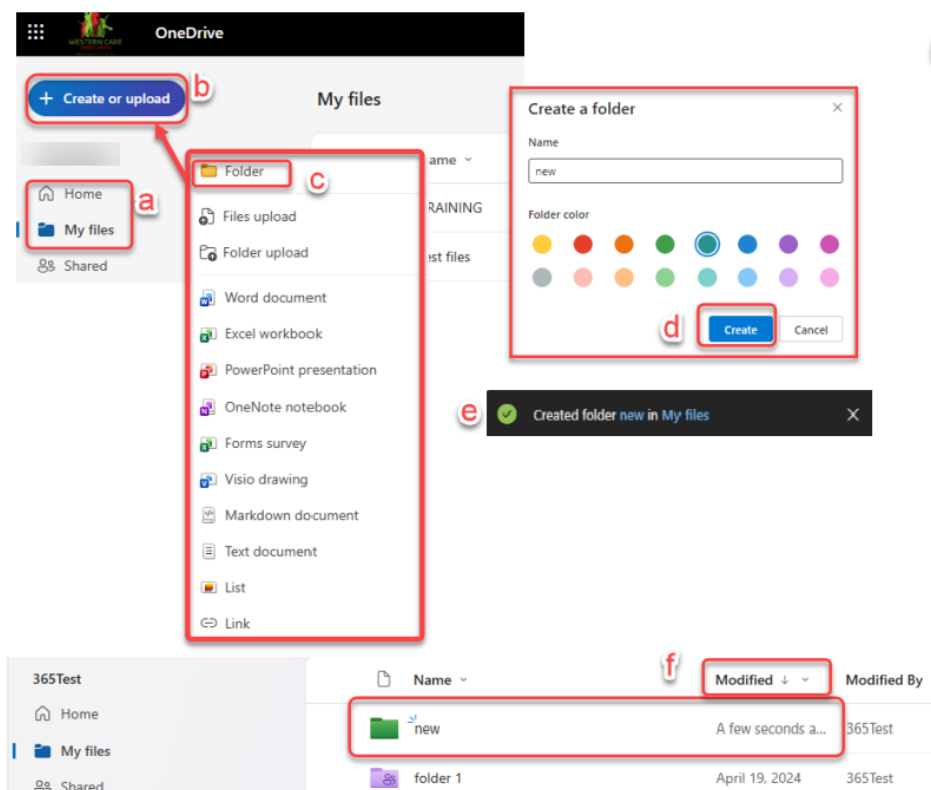
You can only create folders in OneDrive. OneDrive is your cloud/online location for storing files and folders that you yourself create when logged into Office 365. You can also create files and folders in Teams (see ["How to create files and folders in Teams"](#) guide on the training website), the difference is that Teams is accessible by other people in the organisation depending on group (channel) membership, whereas anything on OneDrive is personal to you and accessible only by you unless you give access to the files/folders to other people.

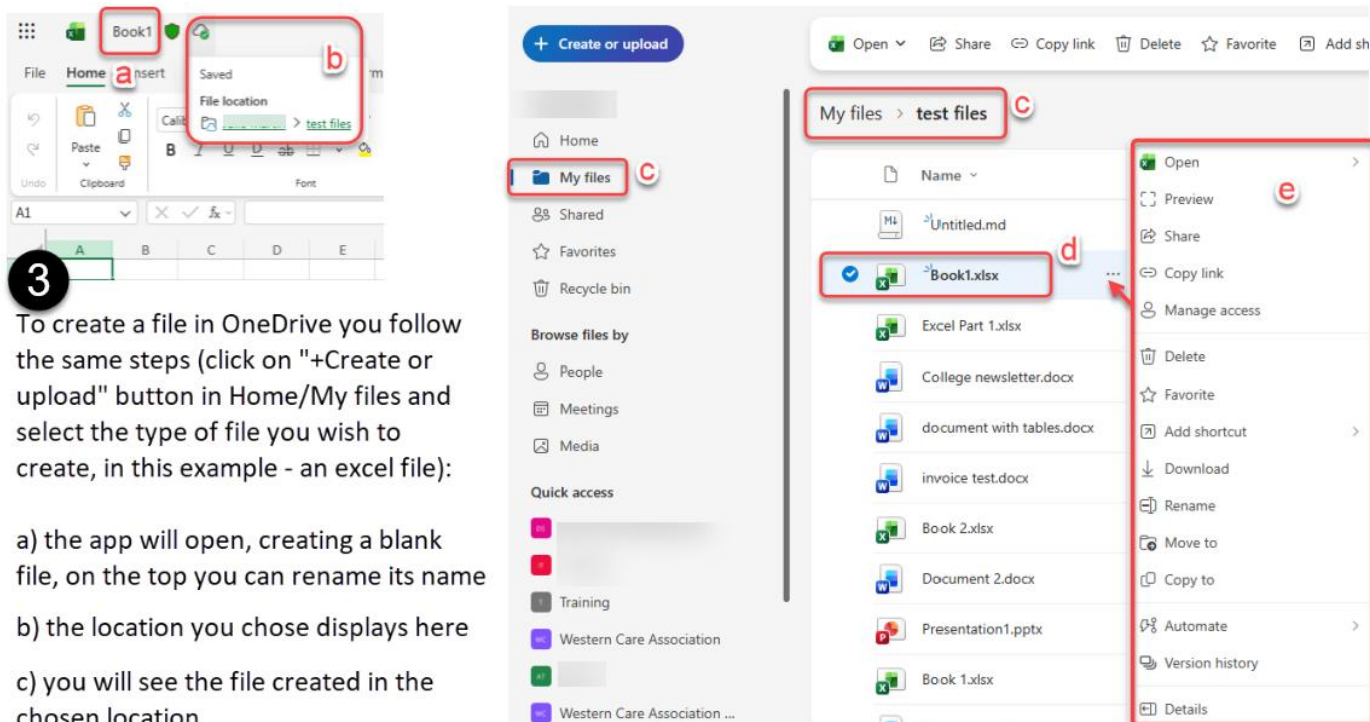
I) In OneDrive (home or My Files):



2 To create a folder in OneDrive:

- a) either on the Home page of OneDrive or in My files
- b) click on "+Create or upload" button
- c) select "Folder" from the drop-down menu
- d) give your folder a name, and optionally a color and click on "Create" button
- e) you will see a notification at the bottom "Created folder [name] in My files"
- f) your folder will display in My Files with a small "bling" symbol on the left of the name to indicate it's new (if your columns are sorted by "Modified")





To create a file in OneDrive you follow the same steps (click on "+Create or upload" button in Home/My files and select the type of file you wish to create, in this example - an excel file):

a) the app will open, creating a blank file, on the top you can rename its name

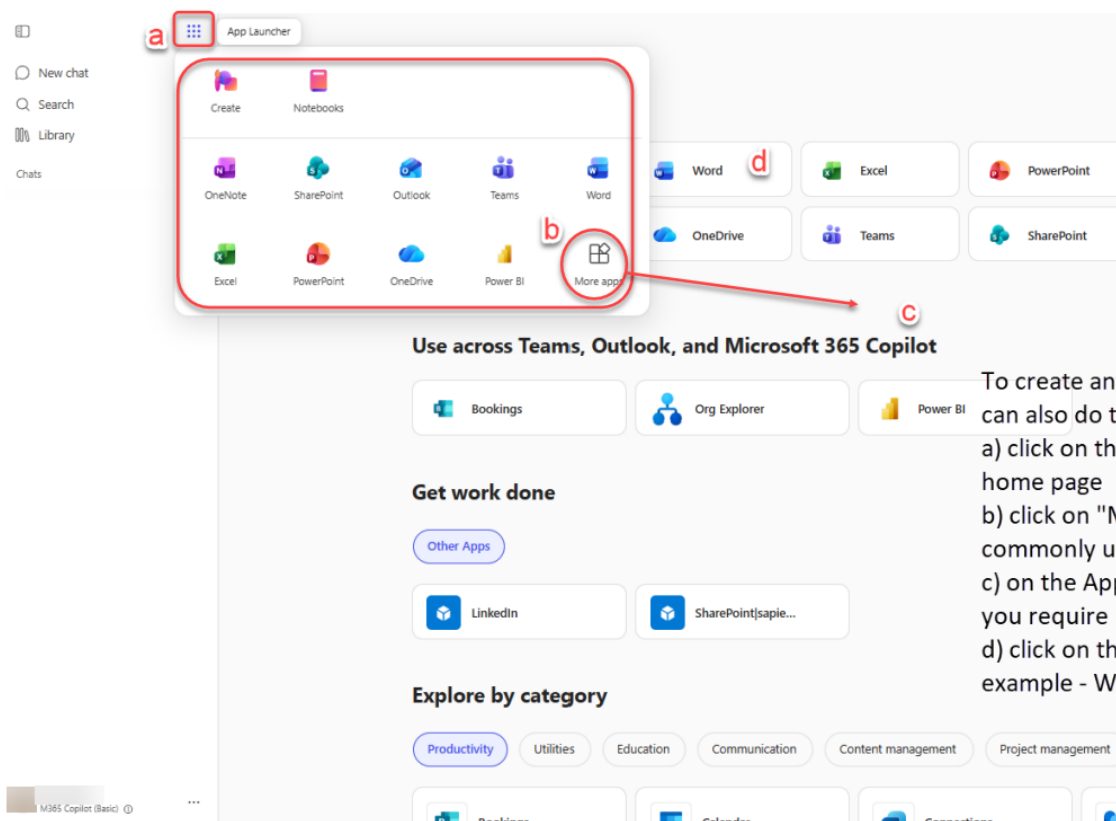
b) the location you chose displays here

c) you will see the file created in the chosen location

d) the name of the file will display here

e) by clicking on the 3 dots, the options to Share/Rename/Move/Copy/Delete etc will display

II) Open any App you want to create a new file in:



To create any other type of file you can also do the following:

a) click on the app launcher on the home page

b) click on "More apps" or select from commonly used in that pop-up

c) on the Apps page look for the app you require

d) click on the name of the app (in this example - Word)

The screenshot shows the Microsoft Word application window. At the top, there is a search bar labeled 'g' with the text 'Search for files ...'. Below the search bar, a welcome message '5 Welcome, [name]!' is displayed. Underneath the welcome message, there are two buttons: 'Create blank document' (labeled 'a') and 'Upload a file'. Below these buttons, there is a section titled 'Create with templates' (labeled 'b'). This section includes tabs for 'Recommended', 'CVs', 'Invoices', 'Papers and Reports', 'Flyers', 'Meeting Notes', and 'Letters'. To the right of these tabs is a search bar labeled 'c' with the text 'Search templates'. Below the template section, there is a 'My documents' section (labeled 'd') with tabs for 'Recent', 'Favourites', and 'Shared with me'. Below the 'My documents' section, there is a table of documents (labeled 'e') with columns for 'Name', 'Opened', 'Owner', and 'Activity'. To the right of the table is a filter bar labeled 'f' with the text 'Filter by name or person'. The table contains one document entry: '365 - How to create files and folders in Office 365' by 'Western Care Association's Files', opened '56m ago'.

When you open an Office app such as Word, you have the following options:

- a) Create blank document or Upload a file
- b) create a document with a template
- c) search templates by name
- d) the documents you created with this app in the past will be shown below, and can be sorted by Recent/Favourites/Shared with me
- e) you can further sort them by the columns here (such as Name/Opened/Owner/Activity)
- f) you can also filter the documents by name or person