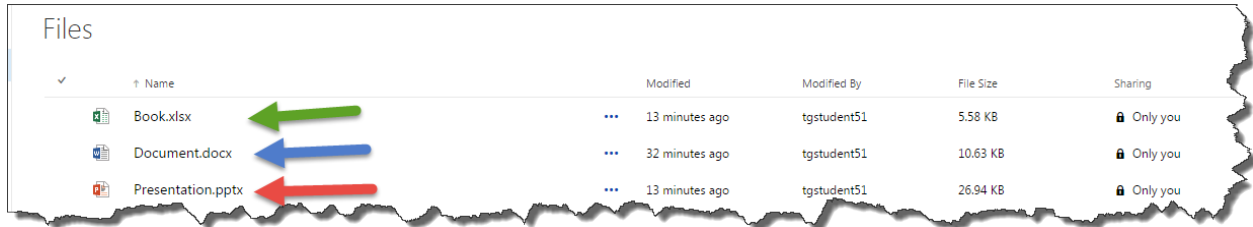





OPENING A MICROSOFT OFFICE FILE FROM YOUR ONEDRIVE FOLDER

To open a file in OneDrive, click on the file **Name**. This will launch the appropriate app and open the file.



The screenshot shows the OneDrive 'Files' interface. It features a table with columns for Name, Modified, Modified By, File Size, and Sharing. Three files are listed: 'Book.xlsx', 'Document.docx', and 'Presentation.pptx'. Colored arrows (green, blue, and red) point to the 'Name' column for each respective file, illustrating the instruction to click on the file name to open it.

	Name	Modified	Modified By	File Size	Sharing
	Book.xlsx	13 minutes ago	tgstudent51	5.58 KB	Only you
	Document.docx	32 minutes ago	tgstudent51	10.63 KB	Only you
	Presentation.pptx	13 minutes ago	tgstudent51	26.94 KB	Only you