

Как создать файлы и папки на Microsoft one drive?

The screenshot shows the OneDrive web interface. The address bar displays the URL: `kaznukz-my.sharepoint.com/personal/gulzira_v_kaznu_kz/_layouts/15/onedrive.aspx`. The browser's address bar includes several tabs: "Сервисы", "Paper 29.pdf", "Индивидуальный у...", "Tuktin Balga Tuktin...", "Яндекс", "Почта", and "Дай доступ в одно...".

The OneDrive header features the "OneDrive" logo and a search bar with the text "Поиск" and "Все". Below the header, the user's name "Василина Гулзира" is displayed. The main navigation bar includes "Создать" (Create), "Отправить" (Share), "Синхронизировать" (Sync), and "Автоматизировать" (Automate).

The left sidebar shows the "Мои файлы" (My files) section with options: "Последние" (Recent), "Общие" (Shared), "Корзина" (Recycle bin), and "Общие библиотеки" (Shared libraries). Under "Общие библиотеки", there are three libraries: "Факультет химии и хим...", "Методический Совет Ф...", and "молодые ученые НХТиМ". A link to "Создать общую библиотеку" (Create a shared library) is also present.

The "Создать" (Create) menu is highlighted with a red box and contains the following options:

- Папки (Folders)
- Документ Word (Word document)
- Книгу Excel (Excel workbook)
- Презентацию PowerPoint (PowerPoint presentation)
- Записную книжку OneNote (OneNote notebook)
- Forms для Excel (Excel forms)
- Link

The main content area displays a list of files and folders. The "Изменено" (Modified) column is highlighted with a red box and a red arrow pointing to the right. The list includes:

Имя	Изменено	Кем
SYLLABUS - 2020 - 2021 ay.doc	13.11.2018	Василина Гулзира
Презентация.pptx	10.04.2017	Василина Гулзира
SYLLABUS - 2020 - 2021 ay.doc	11 октября	Василина Гулзира
Презентация.pptx	4 часа назад	Василина Гулзира