



Formation Microsoft Office 365 - Microsoft OneDrive in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 1133

**Goal :** The purpose of this training is to give employees working with Office 365 (or SharePoint) the fundamentals of document / files management to avoid having to follow the extensive training on the subject that is over 4 days. The participant will know at the end of the day how to perform the basic tasks of file management that he knew how to perform so far with Microsoft Windows and the corresponding File Explorer.

**Audience :** This training is intended for all employees who are new to SharePoint or Office 365 and who are requested to store and manage all their files with one of these two tools.

**Prerequisites :** Know how to use Internet Explorer or Edge and have a certain experience of browsing the Internet.

**Goals :**

- Introduction
- What is Microsoft OneDrive
- Difference between OneDrive and a SharePoint library
- Discover the user interface
- Create / Delete documents and folders
- Discover the Recycle Bin
- Load documents one by one or by package
- Drag and drop documents
- Copy / Paste documents
- Sharing documents
- Enable major / minor versioning
- View and manage document versions
- Synchronize OneDrive locally (see the list of typical synchronization issues)
- Discover all the icons of the OneDrive synchronization tool
- Create OneDrive shortcuts
- Difference between a OneDrive shortcut and a OneDrive sync
- Known issues when creating a shortcut and a sync from the same library
- OneDrive File Options via Windows Explorer
- Advanced settings of the synchronization tool (stop and customize the sync)
- Extract / Archive documents
- ...

**Pedagogical method :** This training is 100% based on practice with a series of exercises imposed by the trainer.

**Suggested duration for presentiel training (days) :** 1

**Suggested duration for on-line training (days) :** 1.2

**Daily price in face-to-face :** 275 CHF

**Daily price in remote :** 132 CHF

**Daily price in remote for students :** [contact us](#) (only if student card!)

**Daily price in remote (with recording) :** 1375 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

**Tags :** office 365 training, office 365 course, onedrive training, onedrive, sharepoint onedrive, office 365 onedrive, sharepoint files management, onedrive course, onedrive file management.

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