

Office 365 SharePoint, OneDrive and Teams

Category: Office Applications | **Vendor:** Microsoft

Duration: 8.00 hours (1 days)

6.5 CPD Hours

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Classroom

Course Overview

This course is an introduction to Microsoft 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft Teams messaging and meeting functionality and Outlook email. When you create a team, the Microsoft SharePoint team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive for Business. Teams can provide a central hub for working with shared documents in the familiar apps Word, PowerPoint, and Excel as an alternative to installing the Microsoft 365 Desktop applications.

About This Course

This course is an introduction to Microsoft 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft Teams messaging and meeting functionality and Outlook email. When you create a team, the Microsoft SharePoint team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive for Business. Teams can provide a central hub for working with shared documents in the familiar apps'Word, PowerPoint, and Excel as an alternative to installing the Microsoft 365 Desktop applications.

Who Should Attend

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office, and who are now extending Microsoft 365 to a collaborative cloud-based environment.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will work productively in the Microsoft 365 cloud-based environment. You will:

Navigate Microsoft 365 and integrate the online apps.

Use Microsoft Outlook on the Web.

Use Microsoft Teams on the web.

Store documents in SharePoint, OneDrive, and Teams.

Work with files online.

Upcoming Schedule

Available training dates for Office 365 SharePoint, OneDrive and Teams:

Start Date	End Date	Location	Delivery	Price
10 Jun 2026	10 Jun 2026	Virtual Classroom - Zoom link 7 days before course	Virtual	€355.00
01 Oct 2026	01 Oct 2026	Virtual Classroom - Link will be sent 7 days before the course	Virtual	€355.00

Additional Course Details

Nexus Humans Office 365 SharePoint, OneDrive and Teams training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Office 365 SharePoint, OneDrive and Teams course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Office 365 SharePoint, OneDrive and Teams?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
-

Q: How many CPD hours does this course provide?

The 1-day Office 365 SharePoint, OneDrive and Teams course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Office 365 SharePoint, OneDrive and Teams training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Office 365 SharePoint, OneDrive and Teams?

Yes, we provide corporate training, dedicated training, and closed classes for Office 365 SharePoint, OneDrive and Teams. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Office 365 SharePoint, OneDrive and Teams?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Office 365 SharePoint, OneDrive and Teams training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

 Email: info@nexushuman.com

 Website: www.nexushuman.com

 Phone: +353 1 XXX XXXX (Ireland) | +44 20 XXXX XXXX (UK)