

Office365 Teams, SharePoint and One Drive

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 - Online

Course Overview

This course introduces several productivity apps including SharePoint, OneDrive and Teams that can be used in combination by teams for communication and collaboration.

About This Course

This course introduces several productivity apps including SharePoint, OneDrive and Teams that can be used in combination by teams for communication and collaboration.

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 Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Learning Outcomes

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

In this course, you will build upon your knowledge of the Microsoft Office desktop application suite to work productively in the cloud-based Microsoft Office 365 environment. You will:

Sign in, navigate, and identify components of the Office 365 environment.

Create, edit, and share documents with team members using the Office Online apps, SharePoint, OneDrive® for Business, and Teams

Collaborate using Teams.

Configure Teams.

Additional Course Details

Nexus Humans Office365 Teams, SharePoint and One Drive 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 Office365 Teams, SharePoint and One Drive 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 Office365 Teams, SharePoint and One Drive?

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 Office365 Teams, SharePoint and One Drive 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 Office365 Teams, SharePoint and One Drive 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 Office365 Teams, SharePoint and One Drive?

Yes, we provide corporate training, dedicated training, and closed classes for Office365 Teams, SharePoint and One Drive. 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 Office365 Teams, SharePoint and One Drive?

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 Office365 Teams, SharePoint and One Drive 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)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 24/05/2026.