



Course Code: C1294

# Microsoft OneDrive Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

## WHAT'S THIS COURSE ABOUT

### Topic 1 Get Started with OneDrive

Overview of OneDrive

Sign In and Access OneDrive

Explore the Web Interface

Sync OneDrive on Computers

OneDrive Setting

Setup Personal Vault

### Topic 2 Working with Files and Folders

Upload Files via Web Interface and Desktop App

Organize Files and Folders

Share and Request Files

Delete and Restore Files

### Topic 3 Sharepoint and Microsoft 365 Administration

Overview of Sharepoint in Microsoft 365

Explore Sharepoint Admin Center

Manage...

## COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

## CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

## REGISTRATION

<https://www.tertiarycourses.com.sg/microsoft-onedrive-for-personal-and-business-training.html>



SCAN TO REGISTER

## SUPPORT

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