

# Cloud Storage & File Management Essentials

## COURSE OVERVIEW

This course provides a thorough introduction to modern cloud-based storage systems and the best practices for managing digital files securely and efficiently. The curriculum covers file organization, version control, collaboration features, and integration with productivity tools, while emphasizing security measures such as encryption, backups, and compliance with international data protection standards. Participants will explore the fundamentals of cloud storage, including concepts of scalability, accessibility, redundancy, and data synchronization across multiple devices. By combining theoretical knowledge with hands-on practice in platforms like Google Drive, OneDrive, Dropbox, and enterprise-grade solutions, participants will gain the skills to manage digital information effectively in both personal and business contexts.

## WHO SHOULD ATTEND?

This course is designed for IT professionals, small business owners, and enterprise employees who need to manage and organize digital files in cloud environments. It is also suitable for educators, entrepreneurs, and remote workers seeking to improve collaboration, file sharing, and data security in an increasingly digital workplace. No prior technical experience is required, making it an accessible entry point for beginners.

## COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Understand the principles of cloud storage and its advantages over traditional storage.
- Organize, manage, and retrieve files efficiently in cloud environments.
- Apply file versioning, sharing, and collaboration techniques.
- Use multiple cloud platforms (e.g., Google Drive, OneDrive, Dropbox) effectively.
- Implement file security measures including encryption and access controls.
- Manage backups, recovery, and synchronization across devices.

## KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Cloud storage concepts and architectures.
- File organization, sharing, and collaboration.
- Hands-on training with popular cloud platforms and file management tools.
- Exploration of security, encryption, and access control practices.
- Coverage of backup strategies, recovery, and synchronization.
- Insights into compliance and international data protection standards.
- Real-world case studies of cloud adoption in business and education.
- Developing a cloud storage and file management strategy.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded.