365 Ninja was a niche, top-of-funnel lead gen website built for an audience of IT practitioners with content that nurtured trust and warmed readers toward the BetterCloud product over time.

My role: I was the sole creator and writer for this sub-brand: owned editorial calendar and topics; produced a daily blog post + companion video; built and sent a daily newsletter; on-page SEO and distribution; light analytics.

Rachel Wilson

Sample post:

What's the Difference Between OneDrive and SharePoint?

Last updated on December 16, 2014 by 365 Ninja

[OneDrive for Business (ODfB)](#) and [SharePoint Online (SP)](#) are related components of Office 365, with overlapping architecture and features. If you use both OneDrive and SharePoint at work, it can get a little confusing.

The basics

The first thing to keep in mind is that there is a consumer version of OneDrive that is very different from the OneDrive for Business component of your Office 365 subscription at work. If you have an existing Microsoft account, you already have OneDrive.

Anyone can [sign up for a OneDrive account](#) with *any* email address and get free or paid storage for your documents, photos, videos, and other files. This is your *personal* or *individual* OneDrive account. Home Office 365 plans also include personal OneDrive. Once you have a personal OneDrive account, you may set it to sync with your device (computer, tablet, phone, and so on).

If you use an Office 365 plan at work, you have your own **OneDrive for Business**. Despite the same name, personal or consumer-facing OneDrive does not have any overlap with OneDrive for Business. [See how Microsoft explains it here](#).

You access your OneDrive for Business via the [Office 365 portal sign-in](#). You can also [sync ODfB with your device](#), and then you'll be able to access your files in a local folder titled "OneDrive – [Your Business Name]" or "OneDrive @ Your Business Name." By default everything stored in OneDrive for Business is visible only to you, but you can share files with individuals, groups, or everyone in your organization.
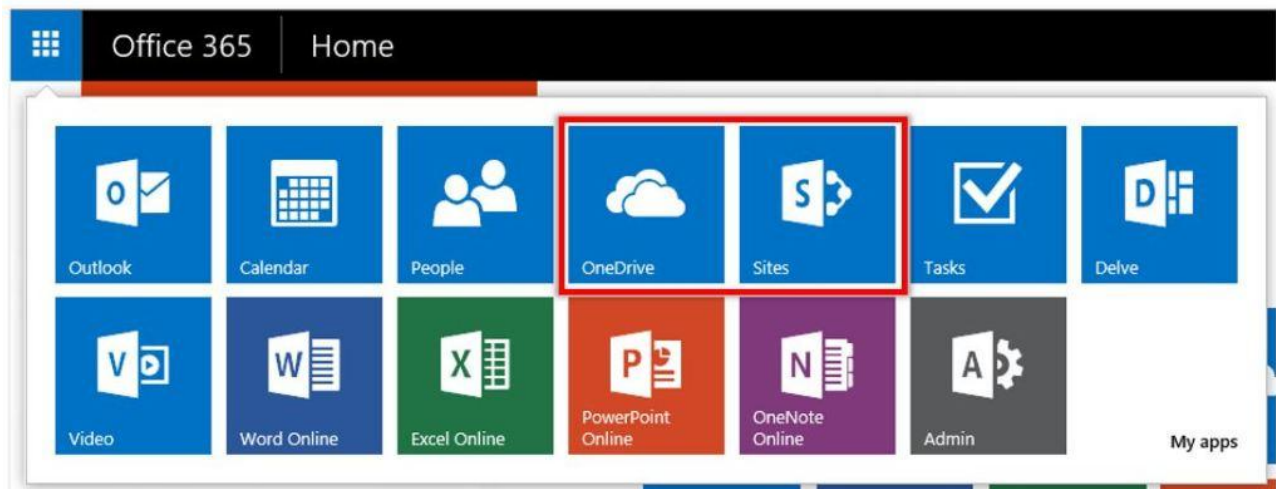
Similarly, you will have access to **SharePoint** sites via your Office 365 portal. The launcher menu item Office 365 is called Sites. You can store documents and other files there, as well as share and collaborate with your teammates. SharePoint also has sync capabilities.

Sounds pretty similar to OneDrive for Business, right? So, what's the difference?

Note: From this point forward, we'll be specifically covering OneDrive for Business, but one quick thing first. Remember how you can sign up for a personal/individual OneDrive using any email address? That includes your work email address. For example, I use a business Office 365 plan here at work with 365 Ninja. I sign in using my work email

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address, ninja@365ninja.com, in order to access ODfB and SharePoint. But I can also use ninja@365ninja.com to sign up for a personal OneDrive, which would be a totally separate account. Even though I may use the same email address and password to sign in, I can't see my personal files in my business account and vice versa.

ODfB vs. SP

As mentioned, you can store, sync, and share files with both OneDrive for Business and SharePoint. This table explains some of the similarities and differences of these components of Office 365.
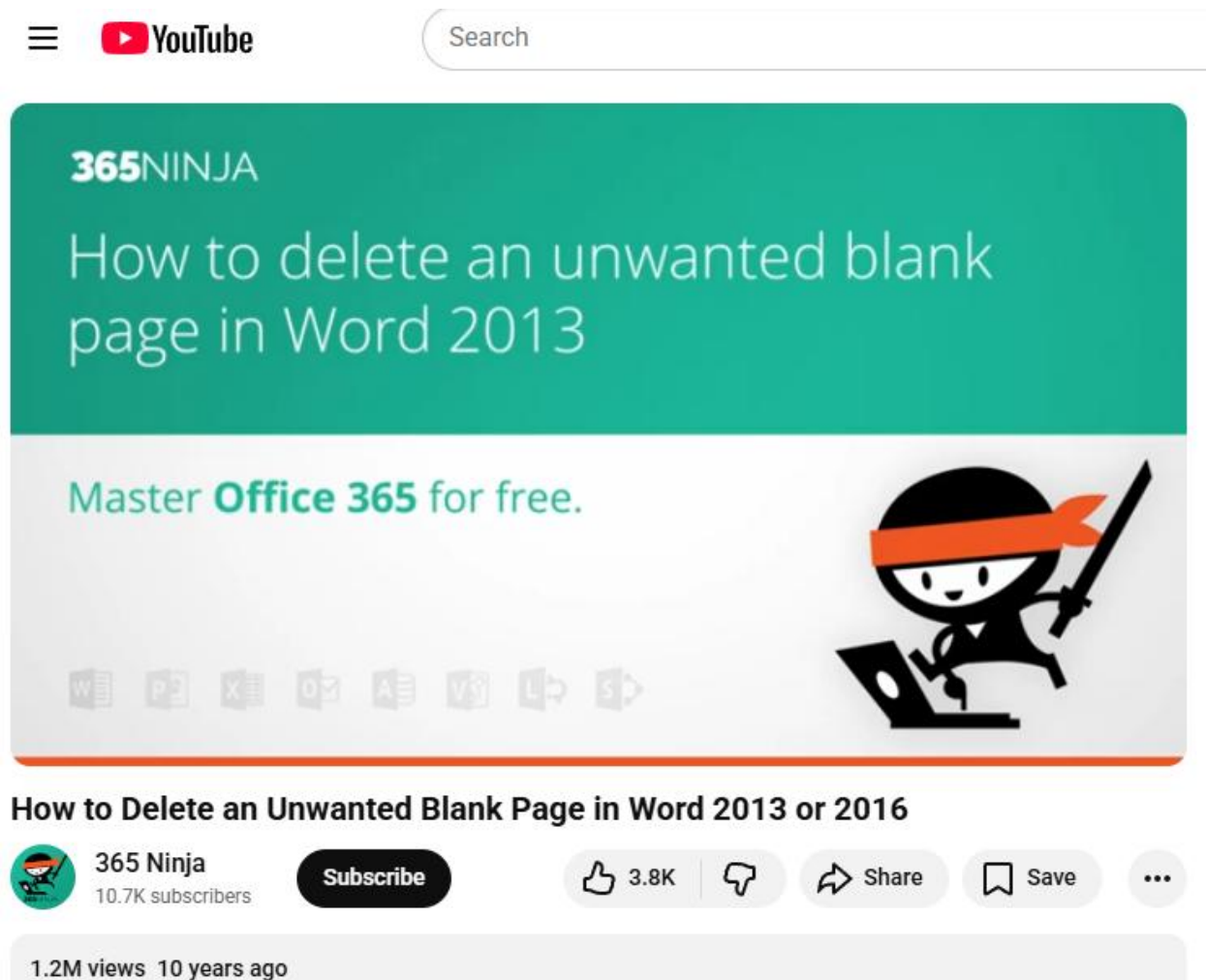
OneDrive for Business	SharePoint Online
Included in Office 365 Business plans	Included in Office 365 Business plans
Available as a stand-alone service, and there is a similarly-named consumer version	Available as a stand-alone service, but no consumer-facing version exists
Evolved from a service called SharePoint Workspace 2010, and before that Groove 2007	Cloud-based version of the SharePoint service that dates back to Office XP
Core architecture built on (or "powered behind the scenes" by) SharePoint	Core architecture built on (or "powered behind the scenes" by) SharePoint

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Often considered or called a "storage location"	Often considered or called a "team site"
Could be thought of as the cloud version of the My Documents folder on your work computer	Could be thought of as an internal website and/or file server alternative
Manage files/data with metadata and versioning	Manage files/data with metadata and versioning
Accessed from browser or local folder or app depending on user preference	Usually accessed from a browser to use all features, but files can be accessed from local folder
OneDrive for Business sync app is used to sync OneDrive for Business files to a folder on local computer	OneDrive for Business sync app is used to sync SharePoint files to a folder on local computer (separate from OneDrive for Business folder)
All uploads default as private until you decide to share	Uploads default to inherit permissions from the directory/folder in which they are uploaded
Users sign in to their own OneDrive for Business accounts, with no shared interface	Users can access SharePoint as a branded company page, managed by an admin, that acts as a dashboard with news, calendar, etc.
Best place to upload private work documents that only you intend to see, or a document that has a limited scope or lifecycle (for example, a doc you only share once)	Best place to upload team files and/or documents that are intended to be collaborative and/or use check-in workflows and permissioning

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So, OneDrive for Business and SharePoint Online: not exactly the same, yet not entirely different.

The real, noticeable differences will come with the way your workplace or department decides to use SharePoint. Organizations use SharePoint for project-based management sites, human resources portals, and more. OneDrive for Business uses SharePoint technology, but is better suited for storage and one-off sharing. Both of these components live in the cloud (it is Office 365, after all) and can sync files to your device so you can work anywhere.

Sample video:

How to Delete an Unwanted Blank Page in Word 2013 or 2016

365 Ninja
10.7K subscribers   Subscribe   👍 3.8K   👎   ↪ Share   🔖 Save   ...

1.2M views 10 years ago

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Sample video comments:

564 Comments

@InèsTchalla 9 years ago
You just saved me from having a mental breakdown. Thank you so much! :)

👍 7 👎   Reply

@drpat22 6 years ago
You just saved me from giving up on a project where I had at least 4-6 blank pages showing up in my manuscript. Thank you so much for making my life easier. I found hidden page breaks that I easily removed and now I can live with my work again.

👍 👎   Reply

@mdiv07 9 years ago
Thanks so much. The convert to font size 1 finally did the trick!

👍 9 👎   Reply

@876Abb 5 years ago
This is awesome 5 yrs later and still valuable. Thanks

👍 👎   Reply

@MarkYT600 3 years ago
thanks the second method worked it helped me do my homework about making a geometric resume

👍 1 👎   Reply

@kevinlolochum9646 9 years ago
This was the most helpful tutorial I found.

👍 1 👎   Reply

@casunil01 7 years ago
THANK YOU..YOU TUBE IS A BETTER TEACHER THAN GOOGLE..

👍 👎   Reply

@cgretchendonahue 9 years ago
Suggestion with the paragraph markings worked like a charm. Thanks so much

👍 1 👎   Reply

@wuzzems2850 9 years ago
You're a life saver! The table causing the undeletable paragraph was so frustrating. TNX for the help!

👍 👎   Reply

@terrymulvey6089 5 years ago
Thanks for posting this, it made things a lot easier to figure out how to delete a unwanted page.

👍 👎   Reply

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