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Microsoft 365
SharePoint Online for Users

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DURATION

1 Day

COURSE OVERVIEW

In many professional environments today, people work collaboratively in teams. Microsoft 365 SharePoint is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and web based tools to create, access, store, and track documents and data in a central locations.

TARGET AUDIENCE

This course is designed for Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment.

It is also suitable for existing users who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

LEARNING OBJECTIVES

On completion of this course you will gain an understanding of SharePoint Online and will have learnt how to develop a SharePoint site within an Microsoft 365 Group using Lists, Libraries, Pages and Forms.

PRE-REQUISITES

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 8 or later, and any or all of the Microsoft Office 2013 or 2016 suite.

You should also have previously attending the following course:

M365IWA – Microsoft 365 An Introduction to Web Apps

SharePoint Online for Users

COURSE CONTENTS

What is SharePoint?
- SharePoint sites.

Navigate SharePoint Sites
- SharePoint Structure.

Working with Documents, Content and Libraries
- Introduction to Libraries and what is a library?
- Types of libraries.
- Ways to add documents to libraries.
- To open a SharePoint document.
- Checking In/Out documents.
- Creating document libraries.
- Alerts.
- Set up a library to allow check out of files.
- What happens when check out is required in a library?

How does Versioning work in a SharePoint List or Library
- Versioning overview.
- When versioning is enabled, versions are created in the following situations:
- View the version history of an item or file is a List or Library.

Search for Document and Content
- Keywords.
- Factors impacting SharePoint search.

Working with Lists
- Create a list.
- Calendar.
- Task List.
- Discussion boards.
- Custom Lists.

Filter and Group Data with List Views
- Create, change or delete a view of a list or library.
- Types of views you can use.

Sync Office Files SharePoint/OneDrive
- Sync SharePoint files with the new OneDrive sync client.
- Offline file synchronisation with SharePoint.

Assigning Permissions and Access Rights
- View the permissions page in SharePoint.
- About unique permissions for individual items.

Navigation / Settings
- Learn to navigate an Microsoft 365 Group Site (SharePoint team site).
- Regional settings.

SharePoint Libraries and Lists
- Learn to create basic columns.
- Column types.
- Learn to manage library document versions.
- Check out documents for editing.
- Delete and restore documents from document libraries.
- Learn to create SharePoint list and library views.
- Learn how to Sync documents (sync tool).
- Sharing – safely sharing documents.

Pages
- How to use the editable content areas.
- Formatting content.
- How to add videos and images.
- Learn how to add web parts.
- Explore commonly used web parts.
- How to change the page layout.

To find out more about this or any of our courses, speak to one of our course advisors.

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