55255: SharePoint® for Office 365® End-User

Duration: 3 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is for end-users and site owners/managers new to working in a SharePoint environment in Office 365. The course teaches participants SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Target Audience

This course is intended for:

- Information Workers
- New and existing users of SharePoint.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge
- Basic Microsoft ® Office skills.

Course Objectives

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

- Navigate a SharePoint Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Create subsites using various SharePoint templates.
- Create and edit Web page content.
- Create site columns and content types.
- Integrate Office applications with SharePoint.
- Manage basic permissions of SharePoint resources.

Course Topics

Module 1: SharePoint 365 Setup
- SharePoint Online

Module 2: SharePoint 365 Introduction
- SharePoint Online
- Site Layout and Navigation
- Layout
- Navigation

Module 3: SharePoint List Basics
- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column

Module 4: Library Basics
- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Managing Documents and Versioning
- Checking Out Documents
- Deleting and Restoring Documents
- Versioning

Module 5: Working with Lists and Library Views
- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Module 6: Working with Sites
- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Module 7: Page Content
- Wiki Library Pages
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts

Module 8: Site Columns and Content Types
- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 9: Office Integration
- Outlook® Integration

Module 10: Managing SharePoint Site Permissions
- SharePoint Groups
- Assigning Permissions
- Permissions Inheritance

LABS INCLUDED