

SharePoint Office 365: User Training

Category: Microsoft Office, Microsoft SharePoint, Document Management, Microsoft SharePoint

Course Details

Duration: 1 Day Classroom Training or Online

Timings: 9:30 -16:30

Overview of SharePoint Online

- What is Office 365 and SharePoint Online
- The Site Member role
- Connect to SharePoint Online

Exploring a SharePoint Site

- Logging onto Office 365 and SharePoint Online.
- The SharePoint User Interface
- The Ribbon
- Standard and Classic View
- Navigation vs. Search
- Site Contents view
- Recycle Bin

SharePoint Apps

- What is a SharePoint app?
- Add SharePoint apps

Working with Lists

- Creating Lists

- Announcements
- Links
- Contacts
- Calendar
- Connect Lists to Outlook
- Introduction to Custom Lists

Working with Document Libraries

- Document Library vs. Network Drive
- Working with Document Libraries
- Uploading documents
- View in File Explorer
- Creating new documents
- Editing documents with applications
- Editing documents in the browser
- Co-authoring*
- Check Out/In
- Managing and organising documents
- MetaData

List and Library Views

- Sorting, filtering and grouping
- Accessing Views
- Create a Personal View

Working with Document Versioning

- Simple Versioning
- Draft and Publish versioning
- Content approval overview

Security and Alerts

- Checking access

- Understanding security and sharing
- Create an Alert on a document
- Create an Alert on a library
- Create an Alert on a View
- Managing Alerts
- Connect information to Outlook
- Check out / check in a document
- Sync a SharePoint Library

Document Collaboration

- Document Collaboration and co-authoring

Discover Information

- Updating your profile
- “About Me” and “Ask Me About”
- Newsfeed and OneDrive
- Delve

* Depends on SharePoint Web Apps feature.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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