

Microsoft SharePoint Online Introduction

OBJECTIVES

This course is designed for individuals who will need to access information on a Microsoft SharePoint Online site or who may need to create and manage a team or communication site.

Duration: 1 Day

1. Introduction to SharePoint Online

- The Basics
- Understand your SharePoint permissions
- Understand SharePoint 2016 products
- Login to SharePoint Online

2. Working with SharePoint Sites

- Update: Using sites
- Team sites: The basics
- Navigate, browse and search in a site
- View all site content
- Follow a site
- View the site notebook

3. Editing, Saving and Sharing Documents

- Navigate in a library
- Document storage locations: The basics
- Open and edit an Office Document
- Save a document in a library
- Create or upload a document in a library
- Share a file, library or site
- Use Check Out and Check In
- Open, save, and share documents in OneDrive for Business
- Sync OneDrive to your computer
- Sync a document library to your computer

4. Working with List Apps

- Update: lists and libraries
- Use a list app
- Add a build-in app to your site
- Ways to create lists in SharePoint Online
- Create a custom list
- Export a list from Excel
- Customize a library
- Use Quick Edit to enter metadata
- Create a custom view
- Create a dynamic view
- Specify version settings for documents
- Change settings for items and lists

5. Building Site Collections and Customizing Sites

- Site collections and sites: The Basics
- Team sites and Office 365 groups
- Create a Modern Site
- Apply a logo and theme
- Modify site navigation

6. Create/Modify SharePoint Pages

- Modern Pages vs Classic Pages
- Create/Modify Modern Pages
- Create New Web Parts: News, quick links, highlighted content, people etc
- Create/Modify Classic Pages
- Modify Web Part properties
- Show an image on a page
- Create a wiki page
- Create a web Part Page

7. Integration: SharePoint Online and Office 365

- Outlook & SharePoint
- Word & SharePoint
- Excel & SharePoint
- PowerPoint & SharePoint
- Co-author in Word & Excel Online

8. SharePoint Permissions

- Standard User Permissions
- Office 365 Groups and permissions
- Sharing with External People