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Microsoft SharePoint Online **Introduction Training**

Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft SharePoint Online – Introduction course are sufficient to be able to navigate SharePoint Online, create team sites, create and use basic libraries and lists and much more.

Upon successful completion of this course you should be able to:

- understand the basics of SharePoint Online including SharePoint sites and their components
- create and modify team sites
- navigate SharePoint sites
- work with OneDrive For Business
- understand how to work with existing SharePoint libraries
- create and work with files and list items
- create lists and libraries
- work with calendars and events
- create, modify and delete views for lists and libraries
- perform searches in SharePoint Online

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft SharePoint Online - Introduction **Training Course Outline**

Getting to Know SharePoint Online

What is SharePoint
SharePoint sites
Team sites
Core elements of a SharePoint site
SharePoint apps
Accessing SharePoint Online
Signing out of SharePoint

Creating Team Sites

Sites and site collections
Understanding creating sites
Creating a team site
Quickly changing the theme
Changing the logo
Change the look options
Changing the look of a site

Navigating a SharePoint Site

Navigation elements in a SharePoint site
Navigating a site using the quick launch
Customising the quick launch
Displaying all content in your site
Navigating to your delve profile
Following a site

OneDrive for Business

Understanding OneDrive for business
Accessing OneDrive for business
Uploading files
Creating new files
Creating new folders
Editing files
Sharing files
Synchronising your library
Deleting files and folders

Getting Started With Libraries

Understanding library apps
Uploading a single file
Uploading multiple files
Creating a new document in a library
Creating a new folder in a library
Selecting files
Reading a document
Downloading a copy of a document
Editing a document
Deleting a file
Restoring a deleted file

Working With Libraries

Understanding document co-authorising
Emailing a link to a file
Synchronising a library or folder
Viewing properties
Editing the properties of a file
Understanding versioning and check out
Using check in and check out
Viewing version history
Approving or rejecting a file or list item
Restoring an earlier version
Checking permissions on files
Sorting and filtering libraries
Creating an alert on a document
Creating an alert on a library
Managing your alerts

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Working With Lists

- Understanding lists
- Adding a list
- Adding items to a list
- Adding columns
- Creating a list from a list app
- Creating a new item in a list
- Creating a new list item using quick edit
- Editing the properties of a list item
- Restoring a deleted list item

Working With Calendars

- Adding a calendar
- Adding an event
- Adding a recurring event
- Changing an event
- Connecting a calendar to Outlook
- Working with connected calendars in Outlook
- Disconnecting a SharePoint Calendar
- Deleting an event
- Setting up for calendars overlay
- Using Calendars overlay

Creating Views

- Creating a new view from an existing view
- Creating a custom view
- Understanding the create view page
- Selecting the columns
- Modifying a view
- Specifying sort criteria
- Specifying filter criteria
- Specifying grouping criteria
- Creating a dynamic view
- Creating a calendar list view
- Deleting a view

Getting Help

- Using help
- Searching in SharePoint
- Searching in a library or list
- Using Google to get help

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