



SharePoint Online for End Users

SharePoint Training

About The Course

During the 2-day course participants will gain a thorough understanding of the role of SharePoint within an organisation. This course will teach the skills and knowledge you need to navigate and contribute to your SharePoint online sites. In addition, you will also learn how to use SharePoint to collaborate within your team and your organisation.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Online PDF manual (E-Book)
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is suitable for anyone who is new to SharePoint Online and wants to learn the essential end user skills in working with SharePoint Online.

Prerequisites

This course assumes no prior knowledge of Microsoft SharePoint Online however a general understanding of personal computers and the Windows operating system is required.

Content

Unit 1: Introduction to Office 365

- Introducing the Cloud
- Office 365 Apps & Tools
- SharePoint
- Groups
- Teams
- Yammer
- Planner
- PowerApps
- Flow

Unit 2: Introduction to SharePoint Online

- Overview of SharePoint Online
- Central Repository for Information
- Web Content Management
- Team Collaboration
- Search
- Social Computing
- Automate and Capture
- Office Integration
- Workflows
- Business Intelligence
- SharePoint Versions

Unit 3: Navigating SharePoint

- Top Link Bar
- Quick Launch Bar
- Breadcrumb Trail
- Navigation Best Practices

Unit 4: SharePoint Search

- Search
- Search Index
- Search Scopes
- Refinements
- Best Bets
- Advanced Search
- People Search

Unit 5: Working with List Data

- Overview of Default Lists and List Templates
- Tasks Lists
- Calendar Lists
- Contacts Lists
- Custom Lists
- Add Items to Lists
- Modify List Items
- Delete List Items

Unit 6: Working with List Views

- Sort and Filter Content
- Use Default and Custom Views
- Advanced List Features
- Connect a List to Microsoft Outlook

Unit 7: Creating & Editing Documents

- Introduction to Document Libraries
- Uploading Documents
- Creating Documents
- Editing Documents
- Deleting Documents

Unit 8: Managing Documents

- Document Management Best Practices
- Working with Folders
- Working with Document Properties
- Working Library Views
- Syncing Libraries

Unit 9: Working with Intranet Sites

- Introducing the Publishing Features
- Site Collection Images
- Communication Sites
- Hub Sites
- Creating Modern SharePoint Pages
- Editing Modern SharePoint Pages

Unit 10: Office 365 Social Collaboration

- Introduction Social Networking
- Delve Sites
- The Organisational Chart
- The News Feed
- Introduction to Yammer

Unit 11: Working with OneDrive

- Introduction to OneDrive
- Adding Files to OneDrive
- Managing OneDrive Documents
- Sharing Files from OneDrive

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**