Introduction to SharePoint for Office 365 (1 Day)

Overview

This class guides you through the most important tools and functions of SharePoint. First, you will get comfortable with the SharePoint layout and navigation. From there, we introduce you to SharePoint lists, which allow you to store and view important data. Then, you will learn to use SharePoint libraries to improve your team's file management and document versioning. Next, get hands-on with SharePoint sites. You will use built-in site templates to create project sites, team sites, community sites, and blog sites.

COURSE BENEFITS

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.

COURSE OUTLINE

SharePoint 365 Setup
SharePoint Online

SharePoint 365 Introduction
Site Layout and Navigation
Team Site Navigation

SharePoint List Basics
Creating Apps Using List Templates
Creating Lists Using List Templates
Creating List Columns
Validating a List Column
Working with Team Site Lists
Create Custom Lists and Columns

Library Basics

Library Templates
Creating a Document Library and Adding Columns
Checking Out Documents
Deleting and Restoring Documents
Versioning
Working with Team Site Libraries
Creating Libraries
Document Versioning

Working with Lists and Library Views

Explore Default Views
How to Create a Custom View
Working with Views
Creating Public and Personal Views

Working with Sites

Site Templates
Creating a Team Site
Site Navigation
Managing Site Navigation
Creating Team Sites
Creating a Blog Site