MICROSOFT OFFICE 365 SHAREPOINT ESSENTIALS TRAINING

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COURSE LENGTH: 1.0 DAYS

Microsoft Office SharePoint provides you the ability to manage and organisation information and collaborate on small or large projects.

The PD Training Microsoft Office 365 SharePoint Essentials Training Course offers training in all the basic functions of SharePoint, including handling calendars, creating lists, editing documents, establishing workflows, managing libraries and more. The training course is designed to give you a solid foundation in Office 365 SharePoint so that you can use it confidently and effectively.

This exciting new course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

Contact us today for a group quote.

MICROSOFT OFFICE 365 SHAREPOINT ESSENTIALS TRAINING COURSE OUTLINE

FOREWORD

In this workshop your participants will learn how to sign on to the Microsoft Office 365 portal, and see where their Sharepoint content will be stored. They will learn about the home page of the portal, where to sign into the Team Site and the Office 365 web apps, including Outlook.

Through Sharepoint Essentials your participants will take a look at the Team Site and how to navigate around and view the Sharepoint site. Sharepoint Online is the Office 365 answer to collaboration. Sharepoint Online will let your participants manage documents and information in one place that customers and colleagues can access from virtually anywhere.

OUTCOMES

After completing this course participants will know how to:
- Sign on to Office 365
- Understand the Home page
- Understand the Team Site
- Update your profile
- Share Information
- Understand content types
- Share and track items
- Track versions
- Understand the Library tools
- Create a site
- Understand Types of Lists
- Manage events
- Connect to Outlook
- Create a New calendar
- Understand Web Parts
- Creating a Site
- Modifying a view
- Understand workflows
- Update a task status

MODULES

Lesson 1: Getting Started
- Icebreaker

Lesson 2: Basic Sharepoint Concepts
- The Home Page

- Housekeeping Items
- The Parking Lot
- Workshop Objectives

- The Team Site
- About Permissions
- Changing Site Theme
- Module Two: Review Questions

Lesson 3: Working with My Site
- View Your Profile
- Update Your Profile
- Follow Colleagues
- Share Information
- Follow Newsfeed and Status Updates
- Module Three: Review Questions

Lesson 4: Working with Sharepoint Content
- About Content Types
- Adding an Item to a List
- Uploading a File to a Library
- Checking Items In and Out
- Tracking Versions
- Module Four: Review Questions

Lesson 5: Working with Libraries
- Types of Libraries
- Viewing Library Items
- Creating a New Document in Your Library
- Editing or Deleting a Library Item
- Understanding the Library Tools
- Create a Library
- Module Five: Review Questions

Lesson 6: Working with Lists
- Types of Lists
- The List Tool Bars
- Viewing Items
- Editing or Deleting a List Item
- Creating a New List
- Module Six: Review Questions

Lesson 7: Working with Other Types of Lists
- Viewing and Adding Announcements
- Working with an Issues List
- Adding a Link
- Adding a Task
- Searching List Items
- Module Seven: Review Questions

Lesson 8: Working with Calendars
- Viewing and Navigating Calendars
- Adding a New Event
- Managing Events
- Connecting to Outlook
- Creating a New Calendar
- Module Eight: Review Questions

Lesson 9: Working with Sites and Pages
- Editing a Page
- Understanding Web Parts
- Editing and Deleting Web Parts
- Creating a Site
- Module Nine: Review Questions

Lesson 10: Working with Views
- Sorting and Filtering Lists and Libraries
- Creating a Column
- Creating a Private View
- Selecting a View
- Modifying a View
- Module Ten: Review Questions

Lesson 11: Using Workflows
- About Workflows
- Types of Workflows
- Add a Three-State Workflow to a List
- Start a Workflow
- Monitor a Workflow
- Review a Workflow
- Module Eleven: Review Questions

Lesson 12: Wrapping Up
- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote