



Microsoft SharePoint 365



Introduction

PREREQUISITES

No previous experience of SharePoint Online is necessary to attend this course.

COURSE CONTENT

SharePoint Online for Office 365 Getting Started

- Introduction to SharePoint and Office365
- SharePoint site hierarchy
- Understanding common SharePoint Terminology
- What is the SharePoint Family Structure?
- What are SharePoint permission structures?
- Best Practice for SharePoint
- Lesson 2 Working with Documents and Libraries in SharePoint Online

Understanding library app functions and navigation

- Uploading individual documents to a document library
- Uploading multiple documents to a document library
- Adding metadata to a document within a document library
- Connecting your libraries to Microsoft Office applications
- Creating documentation directly within a SharePoint library
- Document editing in a SharePoint library
- Document versioning for SharePoint
- Using email to share documents from a library
- Exporting library information into MS Excel
- Recycle Bin policies and deleting documents from a library
- Recovering documents from the SharePoint Site Recycle Bin

Using the View functionality in SharePoint Online

- Presenting information with Views
- Creating a new view layout In a document library or List
- Creating a 'Filter By' view
- Collating data in a 'Group By' view
- Modifying and editing Views
- Removing Views

Understanding and Using Document Sets in SharePoint Online

- What are Document Sets?
- Setting up a Document Set within a library
- Uploading data to populate a Document Set
- Creating documents within a Document Set

Tracking Information in SharePoint Online

- Introduction to Alert functionality. What are Alerts and why to use them.
- Creating an Alert to track data in a library
- Creating an Alert to track changes to individual items
- Managing Alerts within a SharePoint Site

Working with List Apps in SharePoint Online

- Introduction to List apps.
- The Calendar App and its functionality in SharePoint
- Connecting your SharePoint Calendar to an Outlook Calendar
- Using a Task App and understanding its functionality
- Syncing a SharePoint Task List App with Outlook
- Understanding a Discussion Board
- Using the Announcement App on a SharePoint Site

SharePoint Online and OneDrive For Business

- Introduction to OneDrive and how it works with SharePoint
- Syncing OneDrive with your SharePoint Libraries

SharePoint Online and Delve

- Accessing relevant business information across SharePoint, Office365 and OneDrive with Delve
- Connecting SharePoint to Delve
- User profiles



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