



Microsoft® SharePoint Online for Users

Training Course Content

Course Objective: Students will learn to use resources on a typical SharePoint Team Site to access, store, and share information or documents in SharePoint Online for Office 365.

Prerequisites: Students should have familiarity with different Office 365 applications, and have experience accessing information via a web browser.

Contact us to discuss if this class is right for you.

Lesson 1: Getting Started with SharePoint

- Understanding SharePoint Features and Benefits
- Describe the Site Interface Elements

Lesson 2: Interacting with SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites
- Types of SharePoint Site Content

Lesson 3: Working with Documents, Content, and Libraries

- View and Create Document Libraries
- Upload Documents
- Search for Documents and Content

Lesson 4: Interacting in SharePoint Online

- Update and Share Your Profile
- Follow and Share Content

Lesson 5: Working with Lists

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views

Lesson 6: Integrating with Microsoft Office

- Open the Notebook in OneNote Online
- Access and Save Microsoft Office Documents with SharePoint
- Manage Document Versions
- Work with SharePoint Data from Outlook