Introduction to Microsoft® SharePoint (Webinar)

Training Course Content: Learn to use Microsoft SharePoint Online, a very powerful collaboration tool to help you organize files, share common resources, collaborate all in one single platform.

Course Objective: Students will learn to effectively work in SharePoint Team Sites, document libraries, and lists. See how the SharePoint Modern experience simplifies real-time collaboration, as well as sharing and file contribution. Work other office applications within SharePoint Online for a seamless experience.

Prerequisites: To ensure your success, each student should have a general knowledge of Windows, web browsing and Microsoft Office concepts, but not required.

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

Delivery Method: Remote live Instructor-led, group-paced, hands-on online training with activities.

Lesson 1: Get Started with SharePoint Online
- SharePoint Online Overview
- Log in to SharePoint
- Use the SharePoint Environment

Lesson 2: Interacting with SharePoint Sites
- Access a SharePoint Site
- Navigate across SharePoint Sites
- Explore Different Types of Site Content
- Search in the SharePoint Site

Lesson 3: Work Libraries and Documents
- Upload and Create Documents
- Open and Manage Documents
- Save and Share Options
- Collaborate and utilize Version Control

Lesson 4: Work with Lists
- Add and Modify a List
- Configure List Views
- View Sort and Filter Options for a List

Lesson 5: Settings and Customizations
- Edit your SharePoint Profile
- Set the Sync Options
- Overview of Permissions

Lesson 6: Overview of Working with other Microsoft Applications
- Teams
- OneNote
- Power Automate and Flow
- OneDrive for Business