



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

55262: Introduction to SharePoint® for Office 365®

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is an abbreviated version of the complete course, *55255: SharePoint for Office 365 End User*. In this course, participants will learn about the SharePoint basics such as working with sites, lists and libraries.

Target Audience

This course is intended for:

- End-users who are completely new to the SharePoint environment and who will not be responsible for managing a SharePoint site.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate a SharePoint Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Integrate Office Outlook and Excel applications with SharePoint.



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Course Topics

Module 1: SharePoint 365 Setup

- SharePoint Online

Module 2: SharePoint 365 Introduction

- SharePoint Online
- Site Layout and Navigation
- Navigation

Module 3: SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- List Columns
- Column Validation

Module 4: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 5: Working with Lists and Library Views

- Default Views
- Custom Views

Module 6: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

LABS INCLUDED