

Microsoft SharePoint Online – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	During this course, you will be introduced to Microsoft SharePoint Online. You will also acquire the skills and knowledge necessary to navigate and perform tasks in a SharePoint Online Team Site. You will work with pages comprising Web Parts and Apps and collaborate on files in a Document Library.
What you'll learn:	<p>On completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Sign in to Microsoft 365 and open Microsoft SharePoint Online • Be familiar with SharePoint site elements and navigate between sites • Understand how to create and modify a SharePoint team site • Create, modify and delete views for lists and libraries • Search, filter, create and collaborate with files
Course subjects:	<ul style="list-style-type: none"> • Sign in to Microsoft 365 and open Microsoft SharePoint Online • Become familiar with SharePoint site elements • Easily navigate between sites • Create a SharePoint site • Add a List • Add Microsoft SharePoint Apps to a site • Create a Document Library <ul style="list-style-type: none"> ○ Sort a Document List ○ Filter a Document List ○ Version History ○ Check In / Check Out ○ Co-author Documents
Who is the course for?	This course is designed for users who are working with the Microsoft 365 collaboration tools.
Prerequisites:	This course assumes little or no knowledge of Microsoft SharePoint Online. However, it would be beneficial to have a general understanding of personal computers, the Windows operating system environment and Microsoft 365.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.