

Seminar/ILT – Microsoft SharePoint Online

Course Length: 2-hour seminar or ½ day instructor-led hands-on training

Overview: 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.

Skills Gained: On completion of this course students should be able to:

- 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

Key Topics: 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

- Sort a Document List
- Filter a Document List
- Version History
- Check In / Check Out
- Co-author Documents

Target Audience: 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.