

## Seminar – SharePoint Online

**Course Length:** 2 hour seminar

**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 Office 365 and open Microsoft SharePoint Online
- Be familiar with SharePoint site elements and navigate between sites
- Create and modify a SharePoint team site incorporating pages or lists with Web Parts
- Create, modify and delete views for lists and libraries
- Search, filter, create and collaborate with files

**Key Topics:**

- Sign in to Office 365 and open Microsoft SharePoint Online
- Become familiar with SharePoint site elements
- Easily navigate between sites
- Create a SharePoint site
- Add a Page or List
- Add a Web Part to a Page
- Customise the Quick Launch navigation bar
- 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
  - Simultaneous Document Editing – collaborating

**Target Audience:** This course is designed for users who are working with the Office 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 Office 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.***