

Course duration

- 3 days

Course Benefits

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.
- Navigate a SharePoint site as an administrator.
- Use pages, web parts, site content types, and other tools to add content with ease.
- Harness the power of SharePoint's seamless integration with Excel and Outlook.
- Manage permissions and control access to keep your SharePoint sites secure.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. SharePoint 365 Setup
 1. SharePoint Online
2. SharePoint 365 Introduction
 1. SharePoint Online

- 2. Site Layout and Navigation
 - 1. Layout
 - 2. Navigation
- 3. Team Site Navigation
- 3. SharePoint List Basics
 - 1. Creating Apps Using List Templates
 - 2. Creating Lists
 - 1. Creating Lists Using List Templates
 - 3. List Columns
 - 1. Creating List Columns
 - 4. Column Validation
 - 1. Validating a List Column
 - 5. Working with Team Site Lists
 - 6. Create Custom Lists and Columns
- 4. Library Basics
 - 1. Library Templates
 - 2. Creating Libraries
 - 1. Creating a Document Library and Adding Columns
 - 3. Managing Documents and Versioning
 - 1. Checking Out Documents
 - 2. Deleting and Restoring Documents
 - 3. Versioning
 - 4. Working with Team Site Libraries
 - 5. Creating Libraries
 - 6. Document Versioning
- 5. Working with Lists and Library Views
 - 1. Default Views
 - 1. Explore Default Views
 - 2. Custom Views
 - 1. How to Create a Custom View
 - 3. Working with Views
 - 4. Creating Public and Personal Views
- 6. Working with Sites
 - 1. Site Templates
 - 2. Creating Sites
 - 1. Creating a Team Site
 - 3. Site Navigation
 - 1. Managing Site Navigation
 - 4. Creating Team Sites
 - 5. Creating a Blog Site
- 7. Page Content
 - 1. Wiki Library Pages
 - 1. Editing the Team Site Home Page
 - 2. Web Part Pages
 - 1. Creating a Web Part Page
 - 3. Working with Web Parts
 - 1. Adding Web Parts to Pages

- 4. Working with Wiki Pages
- 8. Site Columns and Content Types
 - 1. Site Column Gallery
 - 1. Explore the Site Column Gallery
 - 2. Creating Site Columns
 - 1. Create a Custom Site Column
 - 2. Add a Site Column to a List
 - 3. Site Content Type Gallery
 - 1. Explore the Site Content Types Gallery
 - 4. Creating Content Types
 - 1. How to Create and Use Content Types
 - 5. Creating and Working with Content Types
 - 6. Adding a Content Type to a Library
- 9. Office Integration
 - 1. Outlook Integration
 - 1. Create an Alert
 - 2. Outlook Integration
- 10. Managing SharePoint Site Permissions
 - 1. SharePoint Groups
 - 1. View the Default SharePoint Groups
 - 2. Assigning Permissions
 - 1. Add a User Account to a SharePoint Group
 - 3. Permissions Inheritance
 - 1. Modifying Permissions Inheritance
 - 4. Working with SharePoint Permissions

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.