



SharePoint Online

SharePoint Online 2 Day

Getting to Know SharePoint Online

- What Is SharePoint
- SharePoint Sites
- Team Sites
- Core Elements of a SharePoint Site
- SharePoint Apps
- Accessing SharePoint Online
- Signing Out of SharePoint

Creating Team Sites

- Sites and Site Collections
- Understanding Creating Sites
- Creating a Team Site
- Quickly Changing the Theme
- Changing the Logo
- Change the Look Options
- Changing the Look of a Site

Navigating a SharePoint Site

- Navigation Elements in a SharePoint Site
- Navigating a Site Using the Quick Launch
- Customising the Quick Launch
- Displaying All Content in Your Site
- Navigating to Your Delve Profile
- Following a Site

OneDrive for Business

- Understanding OneDrive for Business
- Accessing OneDrive for Business
- Uploading Files
- Creating New Files
- Creating New Folders
- Editing Files
- Sharing Files
- Synchronising Your Library
- Deleting Files and Folders

Getting Started With Libraries

- Understanding Library Apps
- Uploading a Single File
- Uploading Multiple Files
- Creating a New Document in a Library
- Creating a New Folder in a Library
- Selecting Files

- Reading a Document
- Downloading a Copy of a Document
- Editing a Document
- Deleting a File
- Restoring a Deleted File

Working With Libraries

- Understanding Document Co-authoring
- Emailing a Link to a File
- Synchronising a Library or Folder
- Viewing Properties
- Editing the Properties of a File
- Understanding Versioning and Check Out
- Using Check in and Check Out
- Viewing Version History
- Approving or Rejecting a File or List Item
- Restoring an Earlier Version
- Checking Permissions on Files
- Sorting and Filtering Libraries
- Creating an Alert on a Document
- Creating an Alert on a Library
- Managing Your Alerts

Working With Lists

- Understanding Lists
- Adding a List
- Adding Items to a List
- Adding Columns
- Creating a List From a List App
- Creating a New Item in a List
- Creating a New List Item Using Quick Edit
- Editing the Properties of a List Item
- Deleting a File or List Item
- Restoring a Deleted List item

Working With Calendars

- Adding a Calendar
- Adding an Event
- Adding a Recurring Event
- Changing an Event
- Connecting a Calendar to Outlook
- Working With Connected Calendars in Outlook
- Disconnecting a SharePoint Calendar
- Deleting an Event

- Setting Up for Calendars Overlay
- Using Calendars Overlay

Creating Views

- Creating a New View From an Existing View
- Creating a Custom View
- Understanding the Create View Page
- Selecting the Columns
- Modifying a View
- Specifying Sort Criteria
- Specifying Filter Criteria
- Specifying Grouping Criteria
- Creating a Dynamic View
- Creating a Calendar List View
- Deleting a View

Getting Help

- Using Help
- Searching in SharePoint
- Searching in a Library or List
- Using Google to Get Help

Advanced Lists

- Importing a List From Excel
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
- Adding a Custom List
- Understanding Column Types
- Adding a Column to a List
- Adding a Column With Custom Validation
- The List and Library Settings Page
- Modifying a Column in a List or Library
- Deleting a Column From a List or Library
- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
- Creating Multiple Items From Excel
- Editing the Document Template for a Library
- Deleting a List or Library

Working With Pages

- Understanding Page Types

Product Information



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- Placing the Home Page in Edit Mode
- Modifying the Home Page Layout
- Modifying the Home Page Web Parts
- Creating a New Wiki Page
- Placing a Page in Edit Mode
- Inserting and Formatting Text
- Inserting Tables
- Inserting Pictures
- Inserting Links
- Inserting Web Parts Into a Text Editor Control
- Linking to an Existing Wiki Page
- Linking to a New Wiki Page
- Renaming a Wiki Page
- Deleting a Page

Site Templates

- Understanding Site Templates and Subsites
- Creating a Communication Site
- Customising a Communication Site Home Page
- Creating a Blog Subsite
- The Blog Subsite
- Creating a New Blog Post
- Creating a Team Subsite
- Creating a Project Subsite

SharePoint Workflows

- Understanding Workflows
- Creating a New Workflow
- The Flow Information Page
- The Flow Designer
- Customising a Workflow
- The Flow Homepage
- Testing a Workflow
- Deleting a Workflow
- The Flow Mobile App

Content Types

- Understanding Site Columns
- Understanding Content Types
- Creating a Content Type
- Adding Columns to a Content Type
- Adding a Content Type to a Library
- Using a Custom Content Type
- Changing the Template for a Content Type
- Understanding Document Sets

- Creating a Document Set Content Type
- Configuring a Document Set Content Type
- Using a Document Set Content Type
- Removing a Content Type From a Library

Managing Security

- Understanding Permissions
- Understanding Inheritance
- Breaking Permissions Inheritance
- Viewing Permissions for Groups
- Viewing Permissions for Users
- Adding Users to a Group
- Removing Users From a Group
- Creating a Custom Group
- Modifying a Group
- Deleting a Group
- Viewing Permissions on Libraries and Lists
- Granting Unique Permissions to a Library
- Restoring Permissions Inheritance
- Creating Customised Permission Levels

The SharePoint Mobile App

- Signing in to the SharePoint Mobile App
- Navigating the SharePoint Mobile App
- Navigating a Site in the Mobile App
- Working With People
- Working With Me

Social Networking

- Understanding Delve
- Accessing Delve
- Editing Your Profile Page
- Checking the Language and Region Settings
- Working With Boards
- Working With Favourites
- Using Your Blog
- The Delve Mobile App