

## Microsoft Office 365 – SharePoint

Length: 1 Day

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### COURSE CONTENT

#### 1: INTRODUCTION TO SHAREPOINT ONLINE

- What is SharePoint Online ?
- SharePoint and Office 365
- Key features of SharePoint Online
- SharePoint Organizational Structure

#### 2: SHAREPOINT NAVIGATION

- Finding your way around a SharePoint site
- Global Navigation
- Quick Launch
- Ribbon and Context Menus

#### 3: USING ONEDRIVE FOR BUSINESS TO STORE AND SHARE DOCUMENTS

- How OneDrive for Business fits into SharePoint
- Using OneDrive for Business
- Viewing files within Outlook or Windows
- Collaborate on Documents

#### 4: MY SITE

- Overview of "My Site"
- Accessing and updating your "About Me" profile
- Managing your Newsfeed
- Your Blog, Tasks and Apps

#### 5. SHAREPOINT APPS

- Lists and Libraries
- Contacts, Calendars and Discussion Boards

#### 6: SHAREPOINT DOCUMENT LIBRARIES

- Check-In and Out
- Versioning
- Recycle Bin
- Collaborate on Documents
- Integration with other Office applications

#### 7: SHAREPOINT LISTS & LIBRARY MANAGEMENT

- Creating custom lists or libraries
- Views
- Alerts

#### 8: SHAREPOINT SITES

- What are SharePoint Sites ?
- Looking at Site Templates
- Creating Sites & Templates
- Managing Sites

#### 9 DELVE

- What is Delve ?
- What can I do with Delve ?
- How does Delve know what's relevant to me ?
- Who can see my Documents in Delve ?