

MS SharePoint 365 Course Outline – Introduction level

Course Objectives

This introduction course is for anyone who wants to understand how to use SharePoint. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to access your SharePoint account and understand how to navigate around. You will learn the difference between SharePoint libraries and lists and be able to add to them. You will learn about checking in and out and versioning as well as permission levels. Sharing documents, libraries and lists are also covered. Lastly you will learn how to use the MS Office online versions of Excel, Outlook and Word.

Estimated Course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- What is SharePoint
- Accessing SharePoint
- SharePoint Environment
- Understanding Permissions

Documents, Libraries and Lists

- Libraries
- Lists
- Adding Content to Document Libraries
- Adding content to Lists
- Updating and editing Lists
- Checking in and out
- Versioning
- Recycle Bin
- Sharing files
- How to Share documents
- How to Manage document sharing - ready to be published
- Folders in SharePoint on-line

Working with MS Office

- Introducing MS Office browser Apps
- Working with MS Word online
- SharePoint and Outlook
- Working with the Calendar, Tasks and Contacts
- Working with MS Excel online

Working with Alerts

- Working with Alerts
- Approvals
- Views for lists and libraries