

## MS SharePoint 365 Course Outline – Introduction level

### Course Objectives

This introductory MS SharePoint course using Office 365 is for anyone who needs to understand how SharePoint O365 works. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of the course, you will be able to understand how to access SharePoint O365 and understand about permission levels. You will learn about Document Libraries and Lists and how to check files in and out as well as version control. You will also learn about how to manage sharing of files. Working with MS Excel, Word on-line and Outlook is also covered. Lastly you will get to understand how to set up approvals and work with alerts.

Estimated Course duration is 2 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Getting Started

- What is SharePoint 365
- Accessing SharePoint 365
- SharePoint 365 Environment
- Understanding Permissions

#### Documents, Libraries and Lists

- SharePoint Libraries
- SharePoint Lists
- Adding Content to Document Libraries
- Adding Content to Lists
- Updating and Editing Lists
- Checking In and Out
- Versioning
- Sharing Files
- Synchronising Files
- Co-authoring
- How to manage Document Sharing
- Folders in SharePoint Online
- Recycle Bin

#### Working with Microsoft Office and SharePoint

- Microsoft Office Browser Apps
- Working with MS Excel Online
- Working with MS Word Online
- Working with MS Outlook Online
- Working with the Calendar, Tasks and Contacts

#### Managing SharePoint

- Understanding Site Permissions
- Personalising Documents and Libraries
- Site Action Settings
- Views for Lists and Libraries
- Approvals
- Working with Alerts