

SharePoint Online Essentials

Comprehensive Two-Day Course Outline

Duration: 16 Hours

Day 1

Module 1: An Introduction to SharePoint Online

Begin your journey with SharePoint Online by exploring its extensive range of features. Discover popular ways to manage and share content, create engaging web pages, automate business processes, and leverage business intelligence for sound decision-making. This module also covers the roles of typical users on SharePoint sites. Site Owners, in particular, enjoy enhanced functionalities that previously were limited to developers in other business systems. As a Site Owner, you will be impressed by the capabilities SharePoint Online offers.

Lesson 1: Introducing and Provisioning Microsoft 365

- Introducing Microsoft 365 and SharePoint
- What is SharePoint?
- Ownership and Access
- Getting Started with Microsoft 365
- Login to Microsoft 365
- The App Launcher

Module 2: Creating Sites

Whether you are managing existing sites or just beginning, this module helps you understand site hierarchy and plan your SharePoint sites effectively. Grasp the structure of existing sites and learn to make informed decisions when building new ones. As a Site Owner, explore a variety of site templates to deepen your understanding of their functions and uses. Customise your site's look and feel, apply your business branding, and build a navigation bar to help users seamlessly move between websites.

Lesson 1

- Planning Your Sites
- Web Addresses
- Site Collections
- Create a New Site
- Navigating Your Team Site
- Create New Subsites
- Site Templates

- Apply a Theme
- Building Your Navigation
- Delete Subsites
- SharePoint Hub Sites

Module 3: Creating and Managing Web Pages

SharePoint offers versatile options for building web pages. Learn to update your site's homepage with text, links, images, buttons, videos, and other web parts. Discover best practices for creating multiple pages and linking them together. Most site templates make page creation quick and rewarding, providing essential information and apps. SharePoint can also function as an Intranet for internal news, with classic publishing sites and modern communication sites ensuring controlled release of content.

Lesson 1

- The Types of Pages Found in SharePoint
- Modern SharePoint Pages
- Create News and Site Pages
- Web Parts
- Save, Publish, Share, and Delete Pages
- Design the Page Using Out-of-the-Box Tools
- Add a Communication Site
- Add a Survey to a Page Using Microsoft Forms

Day 2

Module 4: Collaborate with SharePoint Online

Apps are essential for storing information such as events, contacts, and files within a site. SharePoint provides a variety of apps for different scenarios, all customisable to meet specific business needs. Apps include lists, libraries, and marketplace apps. SharePoint lists structure calendars, discussion boards, contacts, and tasks. This module explains list concepts and reviews popular options.

A document library allows you to create, collect, update, and share files such as Word, Excel, PowerPoint, PDF, and more. Learn the benefits of libraries and how to manage different file types. Understand marketplace apps to extend site functionality beyond the standard SharePoint Online platform.

Lesson 1

- An Introduction to Apps
- An Introduction to Libraries
- An Introduction to Lists
- Adding Apps to a Site

- More Options for Adding Lists
- Create and Manage Columns
- Public and Personal Views
- Managing App Settings
- Content Approval
- Major and Minor Versioning
- Uploading Files to a Library
- Create and Edit Files
- Co-author
- Check Out and Check In
- File Properties, Sort, Filter and Details
- Copy Link and Share
- File Security
- Folders
- The Recycle Bin
- Alerts
- Creating a List