

KOENIG SOLUTIONS • COURSE OUTLINE

SharePoint Online End User Training (Essentials)

Learn to navigate SharePoint Online, manage lists, libraries and sites, and configure permissions and content types.

10

MODULES

25

TOPICS

13

HANDS-ON LABS

COURSE OVERVIEW

The SharePoint for Office 365 End User course is designed to provide students with the knowledge and skills necessary to effectively use and navigate SharePoint Online. The course covers a wide range of topics, including SharePoint introduction, list and library basics, working with list and library views, managing sites, creating and editing page content, managing site columns and content types, and setting up and managing site permissions. By the end of the course, students will be able to confidently utilize SharePoint Online within their organizations, enhancing collaboration and productivity.

WHO THIS COURSE IS FOR

End Users

Site Owners

Content Editors

Team Members

Site Administrators

LEARNING OBJECTIVES

- Explain SharePoint Online site layout and navigation
- Create and configure lists using list templates and columns
- Build libraries and manage document versioning
- Configure default and custom list and library views
- Create and navigate SharePoint sites using site templates
- Develop site pages and wiki library pages
- Create site columns and content types
- Assign SharePoint permissions and manage inheritance

10 Modules, 25 Topics

01

Setup of SharePoint Online

02

Introduction

TOPICS

SharePoint Online · Site Layout and Navigation

Lab

03

List Basics

TOPICS

Creating Apps Using List Templates · Creating Lists · List Columns · Column Validation

2 Labs

04

Library Basics

TOPICS

Library Templates · Creating Libraries · Managing Documents and Versioning

2 Labs

05

Working With List Library Views

TOPICS

Default Views · Custom Views

Lab

06

Working With Sites

TOPICS

Site Templates · Creating Sites · Site Navigation

Lab

07

Page Content

TOPICS

Site Pages · Wiki Library Pages

Lab

08

Site Columns And Content Types

TOPICS

Site Column Gallery · Creating Site Columns · Site Content Type Gallery · Creating Content Types

2 Labs

09

Office Integration

TOPICS

Excel Integration · Outlook Integration

2 Labs

10

Managing SharePoint Site Permissions

TOPICS

SharePoint Groups · Assigning Permissions · Permissions Inheritance

Lab

Practise What You Learn

#	MODULE	ACTIVITY
02	Introduction	Team Site Navigation
03	List Basics	■ Working with Team Site Lists ■ Create Custom Lists and Columns
04	Library Basics	■ Working with Team Site Libraries ■ Creating Libraries
05	Working With List Library Views	Creating Public and Personal Views
06	Working With Sites	Creating Team Sites
07	Page Content	Working with Wiki Pages
08	Site Columns And Content Types	■ Creating and Working with Content Types ■ Adding a Content Type to a Library
09	Office Integration	■ Excel Integration ■ Outlook Integration
10	Managing SharePoint Site Permissions	Working with SharePoint Permissions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

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