

KOENIG SOLUTIONS · COURSE OUTLINE

Introduction to SharePoint Online

Learn to set up, navigate and manage SharePoint Online sites, lists, libraries and views for team collaboration.

6

MODULES

45

TOPICS

10

HANDS-ON LABS

COURSE OVERVIEW

This course covers setting up a sample SharePoint Online site and introduces the SharePoint site hierarchy, layout and navigation. It then explains list basics, including list templates, custom lists, columns and column validation. It covers library basics such as library templates, creating libraries, and managing documents and versioning. It also addresses configuring default and custom views for lists and libraries, and working with sites, including site templates, creating sites and site navigation.

WHO THIS COURSE IS FOR

SharePoint Site Owners

Team Site Users

Content Managers

Site Administrators

Collaboration Coordinators

LEARNING OBJECTIVES

- Set up a sample SharePoint Online site for practice
- Describe SharePoint site hierarchy, layout and navigation
- Create lists from templates and build custom lists
- Add and validate columns and link data between lists
- Create libraries and manage document versioning
- Configure default, personal and shared views for lists and libraries
- Create sites using templates such as Team and Blog sites
- Manage site navigation and the top link bar

6 Modules, 45 Topics

01

SharePoint 365 Setup

This module explains how to set up the sample site for class.

LESSONS

SharePoint Online

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

Set up the sample site for class

02

Lab

SharePoint 365 Introduction

SharePoint 365 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality. All of this collaboration can be done through a browser interface.

LESSONS

SharePoint Online · Site Layout and Navigation · Navigation

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

Learn about SharePoint online · Learn about SharePoint site hierarchy

SharePoint List Basics

Lists are a fundamental building block in SharePoint that provides a way for users to store and view data. SharePoint comes “out of the box” with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

LESSONS

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

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Understand List Templates
- Work with default lists in a Team Site
- Create a new list from a List Template
- Create a custom list
- Add columns to a list
- Control and validate input into list fields
- Link data from separate lists

Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

LESSONS

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Create new libraries using library templates
- Work with the different libraries in a default Team Site
- Add columns to a library
- Check out documents for editing
- Delete and restore documents from document libraries
- Enable versioning on a library
- Revert a library document to an earlier version

Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

LESSONS

- Default Views
- Custom Views

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Use default views built into lists and libraries
- Create personal views
- Create shared views
- Configure views
- Set the default view for a list or library

Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

LESSONS

- Site Templates
- Creating Sites
- Site Navigation

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Understand what Site Templates are
- Understand different types of Site Templates that come “out of the box” with different versions of SharePoint
- Create a new site using Site Templates
- Create a Project site
- Create a Team site
- Create a Blog site
- Manage the sites listed in the top link bar

Practise What You Learn

#	MODULE	ACTIVITY
02	SharePoint 365 Introduction	Team Site Navigation
03	SharePoint List Basics	■ Working with Team Site Lists ■ Create Custom Lists and Columns
04	Library Basics	■ Working with Team Site Libraries ■ Creating Libraries ■ Document Versioning
05	Working with Lists and Library Views	■ Working with Views ■ Creating Public and Personal Views
06	Working with Sites	■ Creating Team Sites ■ Creating a Blog Site

WHAT IS INCLUDED

Everything You Need to Succeed

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

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