

# SharePoint Online Essentials (Site User) 1 Day



## Pre-requisites

Before taking this course, you should be familiar with Windows 10 and any version of Microsoft Office and/or have equivalent experience.

## Description

### Do you need to:

- Gain an understanding of the SharePoint interface and functionality as a customisable intranet platform
- Understand how to use SharePoint's document libraries to share files and collaborate in teams
- Get exposure to how SharePoint's lists are used
- Create SharePoint site pages to convey information within and between teams

## Aim

This course aims to introduce users to SharePoint's cloud inspired infrastructure to facilitate collaborative work through its file sharing, productivity and publication capabilities.

## Learning Outcomes

### At the completion of this course you should have the skills and knowledge to:

- Access and navigate content stored on SharePoint
- Add, upload, modify, delete, search for, and preview documents in SharePoint's document libraries
- Understand the check out and versioning features when updating files on SharePoint
- Making use of SharePoint lists
- Create and edit SharePoint site pages
- Adjusting views in SharePoint libraries, lists and pages

## Topics Covered

### Key topics covered on this course include:

#### SharePoint Online Introduction

- Introduction to SharePoint Online
- Quick Launch bar

#### SharePoint Subsites

- Creating Subsites
- Editing Site Information
- Changing the Look
- Deleting a Subsite

#### Document library

- Creating libraries
- Upload and edit documents
- Version History
- Check in / Check out documents
- Deleting documents
- Deleting libraries

#### Lists Applications

- Creating lists
- Add and edit items
- Deleting a items
- Add and edit columns
- Version History
- Delete lists

#### Views

- Sort, filter and group content
- Show and hide columns
- Switching views

#### Site Pages

- Create and edit pages
- Add and edit web parts
- Delete pages



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