

SHAREPOINT ONLINE FOR END-USERS

Duration: 1 day (9:30-3:00 - 45 minute lunch / 15 minute break)

Overview: A session to provide an overview of the main features of working with SharePoint online sites and document libraries as a SharePoint site member.

Content: Use SharePoint Online to collaborate with others and work effectively within a document library. Create and organise files and utilise file versioning, explore the use of collaboration tools to share, co-author, sole-author and create and edit site pages.

Candidate level: Delegates should be familiar with Microsoft Windows and the concept of O365. Delegates should be able to work confidently with Office files and an internet browser.

COURSE CONTENT*

Office.COM

Accessing and navigating Office.com
What are SharePoint and OneDrive Online

Getting Started

What is SharePoint?
Accessing SharePoint Online
The SharePoint Start and Site Welcome screens
Search for, navigate to, and follow a Site
Site environment: quick launch (navigation), recycling bin, help, settings, command bar, details pane
Using SharePoint Search

Document Library Fundamentals

Create and navigate folders
Create documents online / Upload documents
Move and copy documents
Create document links
Open/edit online or in the desktop app
Sync a library into your File Explorer
Pin files

Collaborating with Others in Libraries

Co-authoring documents
Send a sharing link to a file
Remove sharing links from a file
Check-in/out document
Version history – concepts, view, restore

Basic Concepts of Site Access

View current site membership
Sharing a site vs assigning group membership
Member and owner group roles
View, edit and full control permissions

Setting up a library

Add an additional document library
Edit site 'quick launch' (reorder, sub-page)

Library Views

Save a folder view
Switch folder views
Edit a folder view
Sort/Filter folder items
Export a list of library items to Excel

An Introduction to SharePoint Pages

Create a page
Explore adding items: e.g. text, pictures and object
Alter the layout
Publish an article

Site Welcome Screen

Edit content

SharePoint Apps

Add an app (e.g. list) to a site – time permitting

* The outline provides guidance on the topics to be covered on the course.
Course content may vary according to the requirements and abilities of the members of the group.