

# Microsoft SharePoint Introduction



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## TARGET AUDIENCE

This one-day course is designed for users new to Microsoft SharePoint © and is ideal for people who need to collaborate on ideas, share documents and become familiar with the layout and functionality of SharePoint.

## LEARNING OUTCOMES

The skills and knowledge covered are sufficient for real-world applications such as file sharing, collaboration and more.

**DURATION:** 1 day

### Getting to Know SharePoint Online

- What Is SharePoint?
- SharePoint Sites
- Team Sites
- Core Elements of a SharePoint Site
- SharePoint Apps
- Accessing SharePoint Online
- Signing Out of SharePoint

### Creating Team Sites

- Sites and Site Collections
- Understanding Creating Sites
- Creating a Team Site
- Quickly Changing the Theme
- Changing the Logo
- Change the Look Options
- Changing the Look of a Site

### Navigating a SharePoint Site

- Navigation Elements in a SharePoint Site
- Navigating a Site Using the Quick Launch
- Customising the Quick Launch
- Displaying All Content in Your Site
- Navigating to Your Delve Profile
- Following a Site

### OneDrive for Business

- Understanding OneDrive for Business
- Accessing OneDrive for Business
- Uploading Files
- Creating New Files
- Creating New Folders
- Editing Files
- Sharing Files
- Synchronising Your Library
- Deleting Files and Folders

### Getting Started with Libraries

- Understanding Library Apps
- Uploading a Single File
- Uploading Multiple Files

- Creating a New Document in a Library
- Creating a New Folder in a Library
- Selecting Files Reading a Document
- Downloading a Copy of a Document
- Editing a Document
- Deleting a File
- Restoring a Deleted File

### Working with Libraries

- Understanding Document Co-authoring
- Emailing a Link to a File
- Synchronising a Library or Folder
- Viewing Properties
- Editing the Properties of a File
- Understanding Versioning and Check Out
- Using Check in and Check Out
- Viewing Version History
- Approving or Rejecting a File or List Item
- Restoring an Earlier Version
- Checking Permissions on Files
- Sorting and Filtering Libraries
- Creating an Alert on a Document
- Creating an Alert on a Library Managing
- Your Alerts

### Working with Lists

- Understanding Lists
- Adding a List
- Adding Items to a List
- Adding Columns
- Creating a List From a List App
- Creating a New Item in a List
- Creating a New List Item Using Quick Edit
- Editing the Properties of a List Item
- Deleting a File or List Item
- Restoring a Deleted List item

### Working with Calendars

- Adding a Calendar
- Adding an Event
- Adding a Recurring Event
- Changing an Event
- Connecting a Calendar to Outlook
- Working With Connected Calendars in Outlook
- Disconnecting a SharePoint Calendar
- Deleting an Event
- Setting Up for Calendars Overlay
- Using Calendars Overlay

### Creating Views

- Creating a New View From an Existing View
- Creating a Custom View
- Understanding the Create View Page
- Selecting the Columns
- Modifying a View
- Specifying Sort Criteria
- Specifying Filter Criteria
- Specifying Grouping Criteria
- Creating a Dynamic View
- Creating a Calendar List View
- Deleting a View

### Getting Help

- Using Help Searching in SharePoint Searching in a Library or List Using Google to Get Help



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