

SHAREPOINT ONLINE FUNDAMENTALS

COURSE OUTLINE



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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This one-day fundamentals course is designed for individuals who are new to SharePoint Online and want to gain a foundational understanding of its features and capabilities.

Pre-Requisites:

No specific prerequisites are required. Participants should have a basic familiarity with Microsoft Office applications and general computing concepts

Course Objectives:

By the end of this one-day course, participants will have acquired fundamental skills in SharePoint Online, empowering them to effectively collaborate, manage documents

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- Introduction to SharePoint Online
- Overview of SharePoint Online and its role in collaboration.
- Understanding the SharePoint Online ecosystem.
- Navigating SharePoint Sites
- Accessing and navigating SharePoint Online sites.
- Understanding site structure and layout.
- Document Management in SharePoint
- Uploading, organising, and managing documents.
- Version control and document history.
- Lists and Libraries
- Creating and customizing lists and libraries.
- Utilizing lists for structured data management.
- Permissions and Security
- Managing permissions at the site and document level.
- Configuring security settings for secure collaboration.
- Document Collaboration
- Real-time co-authoring of documents.





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- Commenting and collaborating on documents within SharePoint.
- SharePoint Online Apps and Web Parts
- Exploring and adding apps to SharePoint sites.
- Customising pages with web parts for enhanced functionality.
- Introduction to Workflows
- Understanding basic workflows in SharePoint Online.
- Automating simple processes using out-of-the-box workflows.
- Integration with Microsoft 365 Apps
- Customising the look and feel of SharePoint sites.
- Configuring site themes and branding elements.
- Search and Navigation
- Utilising search features for finding content.
- Configuring navigation for efficient site exploration.

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