



# Microsoft SharePoint Online (2016)

## Level 1: Site User

1 Day Course

### Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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## COURSE DESCRIPTION

In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents. SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks. You will:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

## COURSE TOPICS

### **Lesson 1: Interacting with SharePoint Team Sites**

Access SharePoint Sites  
Navigate SharePoint Sites

### **Lesson 2: Working with Documents, Content, and Libraries**

Upload Documents  
Microsoft Online Apps  
Search for Documents and Content  
Alerts

### **Lesson 3: Interacting in SharePoint**

Update and Share Your Profile  
OneDrive and Newsfeeds  
Follow and Share Content

### **Lesson 4: Working with Lists**

Add and Modify List Items  
Configure List Views  
Modify and Create Views  
Sort, Filter, Group and Re-order Data with List Views

### **Lesson 5: Integrating with Microsoft Office**

Access and Save Microsoft Office Documents with SharePoint  
Manage Document Versions  
Check In and Check Out  
Recycle Bin  
Work with SharePoint Data from Outlook and Excel



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# Microsoft SharePoint Online (2016)

## Level 2: Site Owner

1 Day Course

### Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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## COURSE DESCRIPTION

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Upon successful completion of this course, you will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts.

## COURSE TOPICS

### Lesson 1: Creating and Configuring a New Site

Create a New Site  
SharePoint Templates  
Site Settings  
Site Deletion and Recovery  
Configure the Look and Feel of Your Site

### Lesson 2: Adding and Configuring Libraries

Configure a Document Library  
Configure Document Versioning and Check In/Out  
Advanced Settings  
Configure a Content Approval Process

### Lesson 3: Adding and Configuring Lists

Add and Configure an Announcements List  
Add and Configure a Tasks List  
Create, Configure, and Integrate Contacts and Calendars

### Lesson 4: Creating Custom Lists and Forms

Create and Configure Custom Lists  
Column Types

### Lesson 5: Assigning Permissions and Access Rights

Share Sites and Set Site Permissions  
Users and Groups  
Permission Levels  
Secure Lists, Libraries, and Documents

### Lesson 6: Extending SharePoint Functionality with Web Parts

Add and Configure Included Web Parts



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# Microsoft SharePoint Online (2016)

## Level 3: Advanced Site Owner

1 Day Course

Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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## COURSE DESCRIPTION

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing advanced features based on business requirements. You will:

- Configure site settings.
- Integrate external applications and data.
- Configure site metadata.
- Manage archiving and compliance.
- Implement workflows.

## COURSE TOPICS

### Lesson 1: Configuring Site Settings

Configure Site Administration Settings  
Configure Site Search  
Organize the Site and Configure Navigation  
Site Pages  
Configure Site Auditing

### Lesson 2: Integrating External Applications and Data

Create a Flow for a Library

### Lesson 3: Configuring Site Metadata

Create a Custom Content Type  
Add Site Columns to Content Types  
Create and Configure Document Sets

### Lesson 4: Managing Archiving and Compliance

Create a Policy  
Manage Site Closure and Deletion  
Configure In-place Records Management  
Manage Records Using the Records Center  
Manage Content with the Content Organizer  
Configure Information Management Policies

### Lesson 5: Implementing Workflows

Plan a Workflow  
Create and Publish a Workflow using SharePoint Designer  
Test Workflows  
Design and Implement Advanced Workflows  
Branching and Loops



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