

Microsoft SharePoint Online

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.

Page 1 of 3

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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Level 2: Site Owner

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Page 2 of 3

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

Microsoft SharePoint Online Level 3: Advanced Site Owner

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Page 3 of 3

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