

## Course duration

- 1 day

## Course Benefits

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.

### Available Delivery Methods

#### Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### Private Class

Private classes are delivered for groups at your offices or a location of your choice.

### Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

## Course Outline

1. SharePoint 365 Setup
  1. SharePoint Online
2. SharePoint 365 Introduction
  1. SharePoint Online
  2. Site Layout and Navigation
    1. Layout
    2. Navigation
  3. Team Site Navigation

- 3. SharePoint List Basics
  - 1. Creating Apps Using List Templates
  - 2. Creating Lists
    - 1. Creating Lists Using List Templates
  - 3. List Columns
    - 1. Creating List Columns
  - 4. Column Validation
    - 1. Validating a List Column
  - 5. Working with Team Site Lists
  - 6. Create Custom Lists and Columns
- 4. Library Basics
  - 1. Library Templates
  - 2. Creating Libraries
    - 1. Creating a Document Library and Adding Columns
  - 3. Managing Documents and Versioning
    - 1. Checking Out Documents
    - 2. Deleting and Restoring Documents
    - 3. Versioning
  - 4. Working with Team Site Libraries
  - 5. Creating Libraries
  - 6. Document Versioning
- 5. Working with Lists and Library Views
  - 1. Default Views
    - 1. Explore Default Views
  - 2. Custom Views
    - 1. How to Create a Custom View
  - 3. Working with Views
  - 4. Creating Public and Personal Views
- 6. Working with Sites
  - 1. Site Templates
  - 2. Creating Sites
    - 1. Creating a Team Site
  - 3. Site Navigation
    - 1. Managing Site Navigation
  - 4. Creating Team Sites
  - 5. Creating a Blog Site

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.