

MICROSOFT SHAREPOINT/ONEDRIVE – USER TRAINING

Prerequisites:

Attendees should be familiar with Microsoft Office and using the internet.

Who Should Attend?

This course is designed for non-technical users who are new or have basic skills to get to grips with the features of Microsoft SharePoint and OneDrive document management.

Duration: 3 hours

Topics Covered:

SharePoint

- Office 365 Basics
 - Signing In
 - Office 365 App Launcher
- SharePoint Concepts
 - Working with Sites, Libraries, Lists, Pages and Users
- View your SharePoint team site
- Searching and Navigating the Site
- Working with Document Libraries
 - Searching, sorting and filtering library views
 - Uploading Documents
 - Uploading Folders
 - Open and Edit documents in the Browser
 - Open and Edit documents in Microsoft Office, i.e. Excel and Word
 - Create new documents through SharePoint
 - Understanding and work with document Co-Authoring
 - Checking Documents Out and In using the Browser or application
 - Creating a Major version and working with Document versions
 - Deleting & Restoring Files
 - Viewing the Document properties
 - Sharing documents internally & Externally
 - Creating New Folders within the document library
 - Adding new columns to the list view
 - Moving and Copying Files
 - Creating Alerts
 - Adding Libraries to Office Applications
- SharePoint vs OneDrive, what are the differences

OneDrive

- Using OneDrive via the web or the client app
- Using OneDrive with MS Office
- Working with Files/Folders
 - Uploading files and folders
 - Rename/copy/delete/download files
 - Version history
 - Working on files simultaneously with colleagues
- Sharing
 - Files/Folders
 - With everyone
 - From O365 and OneDrive
 - Share via a link
 - Permissions
- Syncing OneDrive
- System Tray options

MICROSOFT SHAREPOINT – POWER USER TRAINING

Prerequisites:

Attendees should be familiar with Microsoft Office and using the internet and have attended or be familiar with the topics on the Microsoft SharePoint/OneDrive – User Training course.

Who Should Attend?

This course is for existing SharePoint users who wish to improve their skills and learn how to use the advanced features within SharePoint. You will need to be a user that has permissions to create, edit and modify content.

Duration: 1 day

Topics Covered:

- Creating a SharePoint Team Site
- Customising the Team Site Home Page
 - Understanding Page Types
 - Placing the Home Page in Edit Mode
 - Modifying the Home Page layout
 - Modifying the Home Page Web Parts
- Working with Lists
 - Understanding Lists
 - Adding a List
 - Adding items to a list
 - Adding columns
 - 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
- Creating Views
 - Creating a New View from an existing View
 - Creating a Custom View
 - Understanding the Create View Page
 - Selecting Columns
 - Modifying a View
 - Specifying Sort, Filter and Grouping Criteria
 - Creating a Dynamic View
 - Deleting a View
- 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
- Work with Web Pages
 - Adding and Editing Web part pages
 - Editing web part views
 - Editing web part properties
 - Understand Content Pages
 - Working with Wiki Pages
 - Formatting wiki pages
 - Pictures
 - Add Web Media
- Managing Security
 - Understanding permission & Inheritance
 - Viewing permission for groups and users
 - Adding and removing users from a group
 - Deleting a group