Share Point

Course Overview

The training course provides a comprehensive guide to SharePoint Online, including navigation, document libraries, and Microsoft 365 Groups.

It covers file sharing, metadata management, and site customisation, with practical insights into Outlook Groups, communication sites, and team site planning.

The course also delves into managing workflows, permissions, and site analytics to optimise SharePoint usage.

Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

Course Objectives

- Provide a comprehensive guide to SharePoint Online, including navigation, document libraries, and Microsoft 365 Groups.
- Cover file sharing, metadata management, and site customisation.
- Offer practical insights into Outlook Groups, communication sites, and team site planning.
- Guide on managing workflows, permissions, and site analytics to optimise SharePoint usage.
- Highlight the use of filters and co-authoring.

Course Outline

Navigating SharePoint Online
Navigate SharePoint Home
Searching in SharePoint
Navigate a team site
Site header
Left-hand navigation pane

Overview of Microsoft 365
What is created when you create a SharePoint site
Public versus private groups

Working in Office Online
SharePoint location
Save a document to a
create a new file or folder
Upload file, folder, or template
Move and copy
Utilise filters

Sharing Files and Folders
Anyone links
People in your organisation links
Specific people links
Read-only access and blocking downloads
Co-authoring and version history

Add Metadata In a Document Library
Creating and managing views
Sync files to your computer

Utilising Outlook Groups
Shared inboxes
Work with the Team calendar
Integration
Use Lists to organise information
Use Planner to track and assign tasks
View a team notebook

Overview of Planning Communication Sites
Working with site designs
Planning site pages
Managing site access
Create a team site

Customise The Look of Your Site
Change the look of your site
Structure site navigation

Build Out The Team Site
Add web parts to homepage
Add a page
Introduce document libraries

Sharing Sites, Libraries, Folders, And Files
Assign permissions to users and group
Apply item-level permissions

Site Setting & Set Up

Priority ®

A Better Way To Work