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800.657.1494

SharePoint for Office 365 for End Users

Course #: SP-101 **Duration:** 1 day

Prerequisites

None.

Details

This one-day, immersive course provides participants with a foundational understanding of SharePoint's primary features and functionalities. The course guides end users through the interface, collaborative tools, content management, and personalization capabilities of SharePoint, ensuring they can navigate, contribute to, and collaborate effectively within the platform.

Software Needed

SharePoint for Office 365

Outline

SharePoint for Office 365 End Users

Introduction

- **What is SharePoint?**
- **Brief History**
- **Core Functionalities and Use Cases**

Navigating the SharePoint Interface

- **SharePoint Home Page and Site Collections**
- **Understanding the Ribbon**
- **Navigation Menus and Breadcrumbs**
- **Search Functionality**

Working with Libraries & Lists

- **Libraries vs. Lists**
- **Uploading and Downloading Documents**
- **Creating and Managing Folders**
- **Adding, Editing, and Deleting List Items**

- **Versioning**
    - How it Works
    - Using Versioning
    - Restoring Previous Versions

Managing Content and Views

- **Check-in/check-out System**
- **Content Types and Columns**
- **Creating Custom Views**
- **Filtering**
- **Sorting**

Collaborating with Team Members

- **Sharing Documents and Items**
- **Co-authoring Documents**
- **Using Alerts and Notifications**
- **Integration with Microsoft Teams**

Working with Pages & Web Parts

- **Difference between Classic and Modern Pages**
- **Creating and Editing Pages**
- **Introduction to Web Parts**
- **Adding and Configuring Web Parts**

Basic Workflow Concepts

- **Understanding Workflows**
- **Starting and Participating in Workflows**
- **Tracking Workflow Tasks and Statuses**

Permissions & Security

- **Basic Concepts: Permission Levels, Groups, and Inheritance**
- **Sharing Content Securely**
- **Managing and Understanding Permissions**

Personalizing SharePoint & OneDrive

- **Setting up User Profiles**
- **Introduction to OneDrive for Business**
- **Differences and Similarities with SharePoint**
- **Sharing, Accessing, and Syncing Files**

Best Practices & Tips

- **Organizing Content Effectively**
- **Keeping Sites Clean and Decluttered**
- **Tips for Efficient Searching**