

## MICROSOFT OFFICE 365 SHAREPOINT ESSENTIALS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The Microsoft Office 365 SharePoint Essentials Training course is designed to give you a solid foundation to use the basic functions of Office 365 SharePoint, the collaboration platform of Microsoft Office Suite, with confidence.

During this course, you will learn: how to sign in and navigate the home page and team site, sharing and tracking the various content types, connecting to Outlook, understanding the Library tools, Types of Lists, Web Parts and workflow, creating and managing site, using calendar and the other features that support collaboration.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT OFFICE 365 SHAREPOINT ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

In this workshop your participants will learn how to sign on to the Microsoft Office 365 portal, and see where their SharePoint content will be stored. They will learn about the home page of the portal, where to sign into the Team Site and the Office 365 web apps, including Outlook.

Through SharePoint Essentials your participants will take a look at the Team Site and how to navigate around and view the SharePoint site. SharePoint Online is the Office 365 answer to collaboration. SharePoint Online will let your participants manage documents and information in one place that customers and colleagues can access from virtually anywhere.

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### OUTCOMES

**By the end of this course, participants will:**

- ▶ Sign on to Office 365
  - ▶ Understand the Home page
  - ▶ Understand the Team Site
  - ▶ Update your profile
  - ▶ Share Information
  - ▶ Understand content types
  - ▶ Share and track items
  - ▶ Track versions
  - ▶ Understand the Library tools
  - ▶ Create a site
  - ▶ Understand Types of Lists
  - ▶ Manage events
  - ▶ Connect to Outlook
  - ▶ Create a New calendar
  - ▶ Understand Web Parts
  - ▶ Creating a Site
  - ▶ Modifying a view
  - ▶ Understand workflows
  - ▶ Update a task status
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### MODULES

#### Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ The Parking Lot
- ▶ Workshop Objectives

#### Lesson 2: Working with Other Types of Lists

- ▶ Viewing and Adding Announcements
- ▶ Working with an Issues List
- ▶ Adding a Link
- ▶ Adding a Task
- ▶ Searching List Items
- ▶ Module Seven: Review Questions

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### Lesson 3: Basic SharePoint Concepts

- ▶ The Home Page
- ▶ The Team Site
- ▶ About Permissions
- ▶ Changing Site Theme
- ▶ Module Two: Review Questions

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### Lesson 5: Working with My Site

- ▶ View Your Profile
- ▶ Update Your Profile
- ▶ Follow Colleagues
- ▶ Share Information
- ▶ Follow Newsfeed and Status Updates
- ▶ Module Three: Review Questions

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### Lesson 7: Working with SharePoint Content

- ▶ About Content Types
- ▶ Adding an Item to a List
- ▶ Uploading a File to a Library
- ▶ Checking Items In and Out
- ▶ Tracking Versions
- ▶ Module Four: Review Questions

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### Lesson 9: Working with Libraries

- ▶ Types of Libraries
- ▶ Viewing Library Items
- ▶ Creating a New Document in Your Library
- ▶ Editing or Deleting a Library Item
- ▶ Understanding the Library Tools
- ▶ Create a Library
- ▶ Module Five: Review Questions

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### Lesson 11: Working with Lists

- ▶ Types of Lists
- ▶ The List Tool Bars
- ▶ Viewing Items
- ▶ Editing or Deleting a List Item
- ▶ Creating a New List
- ▶ Module Six: Review Questions

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### Lesson 4: Working with Calendars

- ▶ Viewing and Navigating Calendars
- ▶ Adding a New Event
- ▶ Managing Events
- ▶ Connecting to Outlook
- ▶ Creating a New Calendar
- ▶ Module Eight: Review Questions

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### Lesson 6: Working with Sites and Pages

- ▶ Editing a Page
- ▶ Understanding Web Parts
- ▶ Editing and Deleting Web Parts
- ▶ Creating a Site
- ▶ Module Nine: Review Questions

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### Lesson 8: Working with Views

- ▶ Sorting and Filtering Lists and Libraries
- ▶ Creating a Column
- ▶ Creating a Private View
- ▶ Selecting a View
- ▶ Modifying a View
- ▶ Module Ten: Review Questions

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### Lesson 10: Using Workflows

- ▶ About Workflows
- ▶ Types of Workflows
- ▶ Add a Three-State Workflow to a List
- ▶ Start a Workflow
- ▶ Monitor a Workflow
- ▶ Review a Workflow
- ▶ Module Eleven: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of the Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)