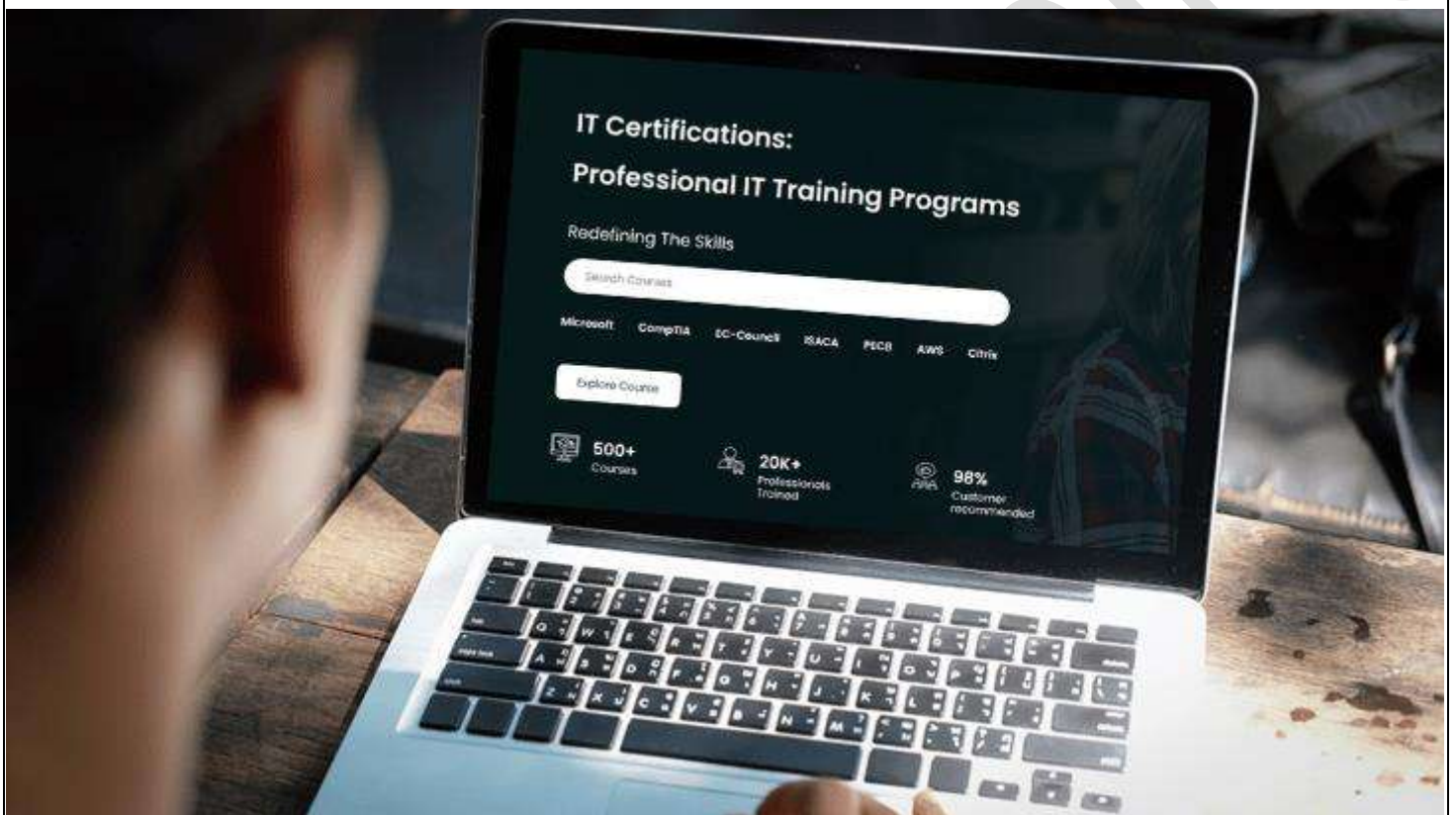




Redefining The Skills



55255: SHAREPOINT FOR OFFICE 365 END USER TRAINING

Duration: 3 Days

Course Description

For end users and site owners/managers who have never worked in a SharePoint environment in Office 365, this three-day instructor-led training course is available.

The course covers the fundamentals of SharePoint, including managing users and site permissions, working with lists and libraries, basic page customization, and dealing with forms.

Master SharePoint in this thorough, practical course! Everything site owners and end users require to handle SharePoint are covered in this course. You will first become familiar with the SharePoint navigation and layout.

Then, discover how to use SharePoint libraries for managing files and document versions, as well as lists for storing and viewing data.

Next, practice using SharePoint sites. You will develop project, team, community, and blog sites using built-in site templates. Your live trainer will first demonstrate how to manage page content after you have created and configured the site navigation.

The use of web parts, the development of site columns, the use of content types, and integration with Excel and Outlook will all be covered later.

The final topic covered in the course is SharePoint site permissions, which includes practical exercises in building SharePoint groups, granting access, and modifying permissions inheritance.

You will feel confident using and maintaining SharePoint sites by the end of this course!

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- New and experienced SharePoint users alike should take this course. IT professionals should take this course.

What you will learn

- Use a SharePoint Team Site to navigate.
- Make lists in SharePoint.
- Make SharePoint lists your own.
- Create libraries for SharePoint.
- Maintain document versions in a library.
- Create views for the SharePoint list and library.
- Utilize several SharePoint templates to create subsites.
- Edit and create content for web pages.
- Form libraries and InfoPath forms can be created.
- Create columns and content kinds for the site.
- Connect SharePoint and Office applications.
- Control the fundamental resource permissions in SharePoint.

Curriculum

Module 1: SharePoint 365 Setup

This module explains how to set up SharePoint 365.

Lessons

- SharePoint Online

After completing this module, students will be able to:

- Set up the sample size for the class.

Module 2: SharePoint 365 Introduction

SharePoint 365 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality. All of this collaboration can be done through a browser interface.

Lessons

- SharePoint Online
- Site Layout and Navigation
- Layout
- Navigation

Lab 1: Team Site Navigation

- Team Site Navigation

After completing this module, students will be able to:

- Learn about SharePoint online.
- Learn about SharePoint site hierarchy.

Module 3: SharePoint List Basics

Lists are a fundamental building block in SharePoint that provides a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

Lessons

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column

Lab 1: Working with Team Site Lists

- Working with Team Site Lists

Lab 2: Create Custom Lists and Columns

- Create Custom Lists and Columns

After completing this module, students will be able to:

- Work with List Templates.
- Work with default lists in a Team Site.
- Create a new list from a List Template.
- Create a custom list.
- Add columns to a list.
- Control and validate input into list fields.
- Link data from separate lists

Module 4: Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has an underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

Lessons

- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Managing Documents and Versioning
- Checking Out Documents
- Deleting and Restoring Documents
- Versioning

Lab 1: Working with Team Site Libraries

- Working with Team Site Libraries

Lab 2: Creating Libraries

- Creating Libraries

Lab 3: Document Versioning

- Document Versioning

After completing this module, students will be able to:

- Create new libraries using library templates.
- Work with the different libraries in a default Team Site.
- Add columns to a library.
- Check out documents for editing.
- Delete and restore documents from document libraries.
- Enable versioning on a library.
- Revert a library document to an earlier version

Module 5: Working with Lists and Library Views

Views provide a flexible system to display SharePoint lists and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

Lessons

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Lab 1: Creating Team Sites

- Creating Team Sites

Lab 2: Creating a Blog Site

- Creating a Blog Site

After completing this module, students will be able to:

- Use default views built into lists and libraries.
- Create personal views.
- Create shared views.
- Configure views.
- Set the default view for a list or library.

Module 6: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

Lessons

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Lab 1: Creating Team Sites

- Creating Team Sites

Lab 2: Creating a Blog Site

- Creating a Blog Site

After completing this module, students will be able to:

- Understand what Site Templates are.
- Understand the different types of Site Templates that come "out of the box" with SharePoint.
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Blog site.
- Manage the sites listed in the top link bar.

Module 7: Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

Lessons

- Wiki Library Pages
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts

Lab 1: Working with Wiki Pages

- Working with Wiki Pages

After completing this module, students will be able to:

- Understand what wiki pages are.
- Understand what Web Part pages and Web Parts are.
- Add content to the Team Site Home page.
- Change the layout of the Team Site Home page.
- Create a Wiki page.
- Create a Web Part page.
- Add Web Parts.

Module 8: Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

Lessons

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Lab 1: Creating and Working with Content Types

- Creating and Working with Content Types

Lab 2: Adding a Content Type to a Library

- Adding a Content Type to a Library

After completing this module, students will be able to:

- Understand Content Types.
- Create Site Columns.
- Create Content Types.
- Create a document template for a Content-Type.
- Assign a Content Type to a list or library.
- Create new items based on a custom Content Type.

Module 9: Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

Lessons

- Outlook Integration

Lab 1: Outlook Integration

- Outlook Integration

After completing this module, students will be able to:

- Create an alert.

Module 10: Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

Lessons

- SharePoint Groups
- Assigning Permissions
- Permissions Inheritance

Lab 1: Working with SharePoint Permissions

- Working with SharePoint Permissions

After completing this module, students will be able to:

- Understand SharePoint groups.
- Create SharePoint groups.
- Assign permission in SharePoint.
- Manage permission inheritance at the site level.
- Manage permission inheritance at the list or library level.

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