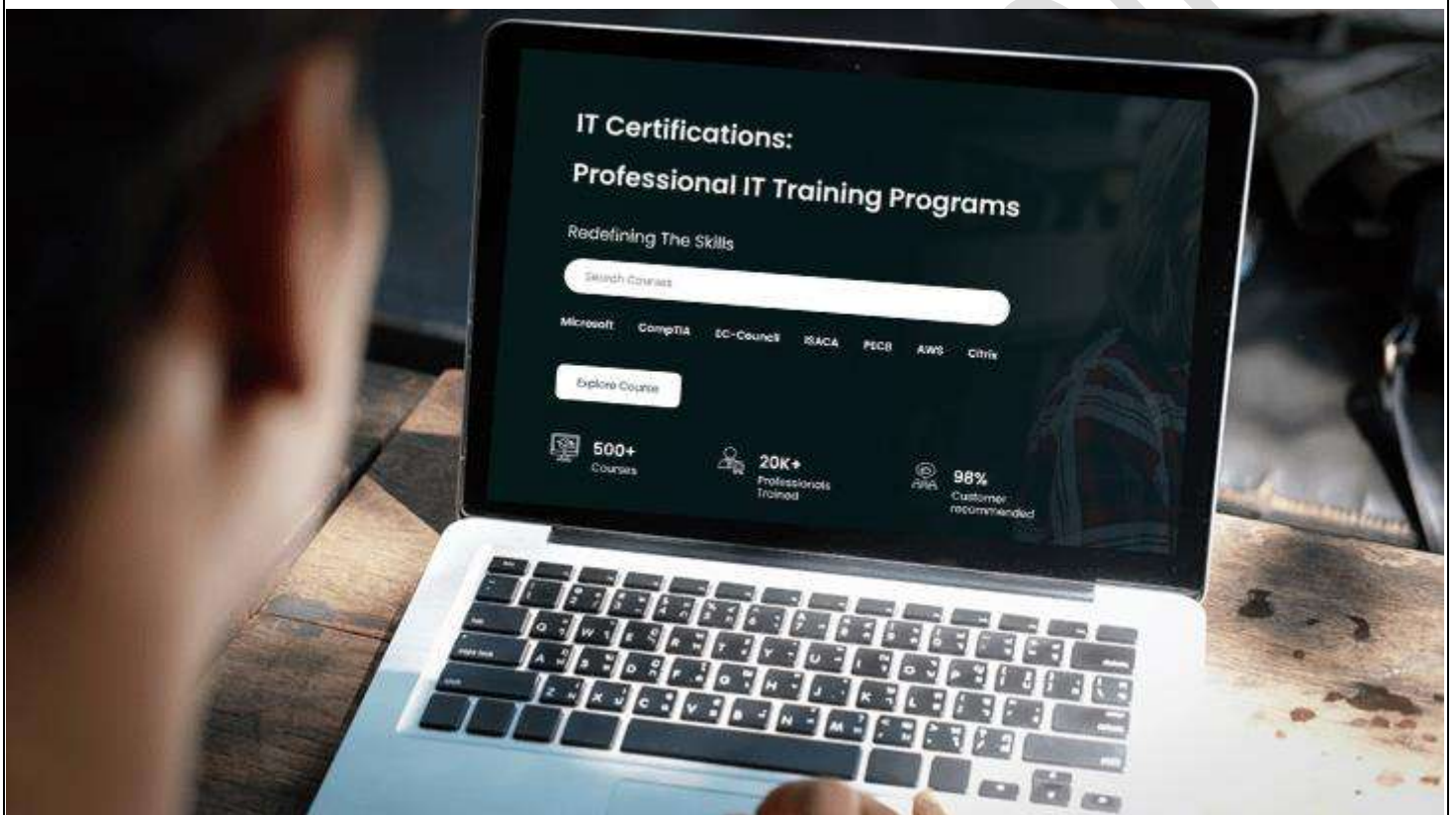# 55262: INTRODUCTION TO SHAREPOINT FOR OFFICE 365 TRAINING

Duration: 1 Day

Course Description

The one-day class introduces students to Office 365 in a SharePoint environment. This course is the shortened version of our full-fledged Office 365 in a SharePoint environment.

The course will be dedicated to users new to SharePoint with Office 365 and after completing the course will not be responsible to manage SharePoint sites.

Utilize strong, dynamic SharePoint sites to accomplish your business objectives! The most crucial SharePoint tools and features are covered in this course.

You will first become familiar with the SharePoint navigation and layout. The next step is to introduce you to SharePoint lists, which let you store and access crucial data.

Then, you'll discover how to leverage SharePoint libraries to enhance file management and document versioning for your team. Next, practice using SharePoint sites.

To construct project sites, team sites, community sites, and blog sites, you will use built-in site templates. End users who work in a SharePoint environment should take this course.

After finishing this introductory course, you might want to enroll in our SharePoint Site Owner class if you need to learn how to operate a SharePoint site.

This training is designed based on the objectives of the course variant 55262A.

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?

- End users that work in a SharePoint environment are the target audience for 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.
- SharePoint should be integrated with the Office Outlook and Excel programs.

Curriculum

Module 1: SharePoint 365 Setup

This module explains how to set up the sample site for the class.

Lessons

- SharePoint Online

After completing this module, students will be able to:

- Set up the sample site for 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
- Navigation

Lab 1: 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
- List Columns
- Column Validation

Lab 1: Working with Team Site Lists

Lab 2: Create Custom Lists and Columns

After completing this module, students will be able to:

- Understand 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 a 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
- Managing Documents and Versioning

Lab 1: Working with Team Site Libraries

Lab 2: Creating Libraries

Lab 3: 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
- Custom Views

Lab 1: Working with Views

Lab 2: Creating Public and Personal Views

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
- Site Navigation

Lab 1: Creating Team Sites

Lab 2: Creating a Blog Site

After completing this module, students will be able to:

- Understand what Site Templates are.
- Understand different types of Site Templates that come "out of the box" with different versions of 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.

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