

Microsoft Office 365 SharePoint for End Users

Course Overview

This course provides students with the knowledge and skills to create their first site, add content to the team site, and search for content.

Course Introduction 2m
Course Introduction

Module 01 - SharePoint Overview 50m
SharePoint Overview
Uses for SharePoint
Initial Sites
Team Sites
Demo - Navigating Default Sites
Using a SharePoint Calendar
Demo - SharePoint Calendar
SharePoint Document Libraries
Demo - SharePoint Document Libraries
SharePoint Tasks
Adding Apps to Your SharePoint Site
Demo - Adding an App
SharePoint Site Settings
Demo - SharePoint Site Settings
Module 01 Review

Module 02 - Creating Your First Site 24m
Creating Your First Site
eNotes – Site Planning
Starting a New Site
Change the Look and Feel of Your Site
Demo - Creating and Customizing Your Site
Setting Site Permissions
Demo - Setting Site Permissions
Project Summary
Adding Lists, Libraries, and Other Apps
Changing the Look of the Site
Module 02 Review

Module 03 - Adding Content to the Team Site | Searching for Content 35m
Adding Content to the Team Site | Searching for Content
Document Libraries
Demo - Document Libraries
Task Lists
Demo - Task Lists

Creating a Custom List
Demo - Creating Custom List
Adding Existing Content
Web Parts Not in Gallery
Searching for Sites and Content
Demo - Searching for Sites and Content
Module 03 Review
Course Closure

Total Duration: 1h 52m