This is our Introduction to the SharePoint online environment. This course will take you through SharePoint Online from the viewpoint of the User

In this course, you will learn to:

- Access an Office 365 SharePoint site
- Navigate the site with the modern interface
- Create and use Custom Lists
- Create and use a Custom library
- Learn the uses for Metadata in SharePoint
- Create and use Custom Views
- Sort a library and a list
- Search a SharePoint site
- Use and synchronise with OneDrive

Detailed Content

Introduction

What is SharePoint
What are the components of a SharePoint site

Creating a SharePoint site
Step through a site creation
Examine the different types of sites
How users are assigned
Overview of Permissions

Starting SharePoint
Accessing SharePoint from Office 365

Site Navigation
Different components of navigation
Navigating from site-to-site
Navigating within a site

SharePoint Lists
What is a list
Using a custom list
Entering data into a list
Importing data into a list

SharePoint Libraries
What is a library
How is a library different from a list
Creating files in a Library
Importing files into a library
Using a custom view

Working in a Library
Creating and using metadata
Sorting a Library
Searching a library
Setting Alerts
Document co-authoring

OneDrive for Business
What is oneDrive
Synchronising with SharePoint
Document Lifecycle
Linking documents to a library

Site Pages
What is a Site Page
Using the different options on a page

Office 365
Accessing Office 365 Apps
The Waffle Icon

Office 365 Trial Account (optional)
Create a Trial Office 365 account for personal practice