

## Microsoft SharePoint Online for Users

**Duration: 1 Day**    **Course Code: M365SPU**

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### Overview:

In many professional environments today, people work collaboratively in teams and Microsoft SharePoint is a platform designed specifically to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

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### Target Audience:

This course is designed for Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, or for existing users who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

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### Objectives:

- By actively participating in this course, you will learn about the following:
    - An Introduction to SharePoint and its functionality
    - The different types of Sites available with SharePoint Online
    - How to manage your content and documents in Libraries
    - How to sync and share files
    - Working with Lists
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### Prerequisites:

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

Introduction to Microsoft 365 (M365IWA)

#### Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online.

This course is not suitable for MAC users.

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### Follow-on-Courses:

Microsoft SharePoint Online for Owners (M365SPO)

Microsoft SharePoint Webpages (M365SPW)

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## Content:

What is SharePoint Online?		Deleting files
SharePoint Structure	Create a view	
		Sharing Files
Team site or Communication site	Delete and restore documents	Understand Permissions
Discover SharePoint site and Follow	Manage Content in your Library	Share a file and manage link settings
	Document versions	
Navigation on your SharePoint site		Manage access
	Check In / Out	
Working with Documents, Content and Libraries		Working with Lists
What is a library	Create alerts	Overview of Lists
Types of libraries	Co-authoring on Office 365	Create a List from a Template
Create a new library	Sync Libraries to your Device	Generate a List from an Excel spreadsheet
	Files on demand	
Upload and create new documents		Create a List from scratch
	Mark a file or folder for offline use	
Document details pane		Create Rules and Automation for List items
	Hide folders on your device	
Link to documents		

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### Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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