

Office 365 SharePoint for End Users

Course Overview

This course provides students with the knowledge and skills to create their first SharePoint site in Office 365.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Module 01 - SharePoint Overview</u>	53m
SharePoint Overview	
Uses for SharePoint	
Initial Sites	
Team Sites - Example	
Demo - Navigating Default Sites	
Using a SharePoint Calendar	
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	
<u>Module 02 - Creating Your First Site</u>	32m
Creating Your First Site	
eNotes – Site Planning	
Starting a New Site	
Change the Look and Feel of Your Site	
Demo - Change the Look and Feel of Your Site	
Setting Site Permissions	
Project Summary	
Adding Lists, Libraries, and Other Apps	
Demo - Adding Apps	
Changing the Look of the Site	
<u>Module 03 - Adding Content to the Team Site Searching for Content</u>	50m
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
Searching for People in Your Organization
Searching for Conversations
Module 03 Review
Course Closure

Total Duration: 2h 18m