

MICROSOFT SHAREPOINT ONLINE



An **SGS** Company

Learn how to access your company's Sharepoint Office 365 site remotely. This live online training session will give you an understanding on how to manage your site, document controls, and working with collaborators.



Introduction

- Navigating SharePoint
- Classic vs Modern Experience
- Using the navigation
- Searching SharePoint
- Working with sites

What are sites?

- What's on our site?
- What are pages?
- Create a news post
- Posting the news
- Deleting pages

Working with libraries

- Creating a new library
- Creating new files in a library
- Uploading files to the library
- Delete a file from a library
- Move or copy files in a library
- Create a folder
- Setting document properties
- Checking files in and out
- File versioning

The recycle bin

- Restoring items
- Permanently deleting items

Working with lists

- Create a list
- Adding a list item
- Edit a list item
- Delete items from a list
- Adding columns
- Edit list settings
- Sorting a list
- Filtering a list

Expected outcomes

- Navigating SharePoint sites
- Manage lists
- Create and edit news pages
- Work with documents in a document library
- Understand document version control
- Managing check-in and check-out
- Manage multiple collaborators in a document

Prerequisites

Participants should be familiar with navigating a SharePoint site including adding and editing documents and list items.

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

A working computer with a microphone and speaker installed. No software needs to be installed before training session however, we require an up-to-date web browser. For the best experience we recommend downloading the latest Google Chrome browser.

Practical, relevant training
developed for the Australian
workplace.

1300 793 951
odysseytraining.com.au