



SharePoint Online for End User & Power User (1 Day)

Code : SP-100

About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint online on a day-to-day basis. At the end of this course students will be able to effectively navigate SharePoint online capabilities .

Technology:	Microsoft 365/SharePoint Online
Audience(s):	End user & Power User
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:30
Prerequisites:	Microsoft 365 with SharePoint Online

Module	
	<p>Module 1: Office 365 & SharePoint Online Overview</p> <p>Lessons:</p> <ul style="list-style-type: none"> ✦ Understanding Microsoft Office 365 <ul style="list-style-type: none"> ▪ Microsoft Office 365 Overview ✦ SharePoint Online Introduction <ul style="list-style-type: none"> ▪ Overview of SharePoint Online ▪ SharePoint Capabilities
	<p>Module 2: SharePoint Online Site/ List/Library</p> <p>Lessons:</p> <ul style="list-style-type: none"> ✦ SharePoint Online Site <ul style="list-style-type: none"> ▪ SharePoint Site Model ▪ SharePoint Content Structure ✦ SharePoint Online List/Library <ul style="list-style-type: none"> ▪ An Introduction to Apps ▪ SharePoint Document Library ▪ SharePoint List ▪ Co-authoring ▪ Columns & Views ▪ Versioning ▪ Restore deleted items from recycle bin ▪ LAB: Working with Libraries and Lists



Module 3: SharePoint Online Permissions and Sharing

Lessons:

- Shareable links
- Guest sharing
- Share a site
- Share files or folders
- Stop sharing files or folders
- **LAB:** Working with SharePoint Permissions



Module 4: SharePoint Online Modern Pages

Lessons:

- Create and use modern pages
- Using web parts on SharePoint pages
- Embed in SharePoint pages
- **LAB:** Working with Modern pages (Lab)



Module 5: SharePoint Online Search

Lessons:

- Delve
- Overview of Search
- Search libraries, sites, hub, and SharePoint start page



Module 6: SharePoint integration in Teams

Lessons:

- How does this relate to SharePoint?
- Collaborating with Teams, SharePoint, and OneDrive