Course Outline

MOC 55255 A: SharePoint for Office 365 End User Training

Course Summary

Description

This three-day instructor-led SharePoint for Office 365 End User Training class is for end users and site owners/managers new to working in a SharePoint environment in Office 365. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Objectives

At the end of this course, students will be able to:

- Navigate a SharePoint Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Create sub sites using various SharePoint templates.
- Create and edit Web page content.
- Create InfoPath Forms and Form libraries.
- Create Site columns and content types.
- Integrate Office applications with SharePoint.
- Manage basic permissions of SharePoint resources.

Topics

- SharePoint 365 Setup
- SharePoint 365 Introduction
- SharePoint List Basics
- Library Basics
- Working with Lists and Library Views
- Working with Sites
- Page Content
- Site Columns and Content Types
- Office Integration
- Managing SharePoint Site Permissions

Audience

This course is intended for new and existing users of SharePoint. This course is for information workers.

Prerequisites

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Duration

Three days

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I. SharePoint 365 Setup

This module explains how to set up SharePoint 365.

A. SharePoint Online

II. SharePoint 365 Introduction

SharePoint 365 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality. All of this collaboration can be done through a browser interface.

A. SharePoint Online
B. Site Layout and Navigation
C. Layout
D. Navigation

Lab : Team Site Navigation

III. SharePoint List Basics

Lists are a fundamental building block in SharePoint that provides a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

A. Creating Apps Using List Templates
B. Creating Lists
C. Creating Lists Using List Templates
D. List Columns
E. Creating List Columns
F. Column Validation
G. Validating a List Column

Lab : Working with Team Site Lists
Lab : Create Custom Lists and Columns

IV. Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has an underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

A. Library Templates
B. Creating Libraries
C. Creating a Document Library and Adding Columns
D. Managing Documents and Versioning
E. Checking Out Documents
F. Deleting and Restoring Documents
G. Versioning

Lab : Working with Team Site Libraries
Lab : Creating Libraries
Lab : Document Versioning

V. Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

A. Default Views
B. Explore Default Views
C. Custom Views
D. How to Create a Custom View

Lab : Creating Team Sites
Lab : Creating a Blog Site

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Course Outline (cont'd)

VI. Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

A. Site Templates
B. Creating Sites
C. Creating a Team Site
D. Site Navigation
E. Managing Site Navigation

Lab : Creating Team Sites
Lab : Creating a Blog Site

VII. Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

A. Wiki Library Pages
B. Web Part Pages
C. Creating a Web Part Page
D. Working with Web Parts

Lab : Working with Wiki Pages

VIII. Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

A. Site Column Gallery
B. Creating Site Columns
C. Site Content Type Gallery
D. Creating Content Types

Lab : Creating and Working with Content Types
Lab : Adding a Content Type to a Library

IX. Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

A. Outlook Integration

Lab : Outlook Integration

X. Managing SharePoint Site Permissions

A. Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.
B. SharePoint Groups
C. Assigning Permissions
D. Permissions Inheritance

Lab : Working with SharePoint Permissions

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