

Microsoft SharePoint Online for Site Administrators

Modality: Self-Paced Learning

Duration: 16 Hours

About this course:

If you are an IT Specialist aiming to optimize your working environment to the cloud and still offer a grounded experience of collaboration?

SharePoint online is among Office 365's hottest features. It enables companies to team up in a number of ways. This program is intended to offer you with the right skills to incorporate SharePoint Online, provide rich site infrastructure and expressive search, and also enhance your virtual team's collaboration experience.

Course Objective:

- How to manage solutions and sites
- How to create site collections and sites
- Difference between Lists and Libraries
- Build and install rich Search integration and Taxonomy
- Build and install an Office 365 SharePoint architecture
- Implementation of Add-ins
- Managing permissions

Audience:

- SharePoint-Users

Prerequisite:

- Fundamental computer terminology
- Useful if you comprehend SharePoint on Premise but not needed

Course Outline:

Module 1 | Introducing SharePoint Online

- Key Features of SharePoint Online
- SharePoint Online Administration
- Module Assessment Exam

Module 2 | SharePoint Online Sites and Site Collections

- Site Collections and Sites: What's the difference?
- Creating Site Collections and Sites
- Module Assessment Exam

Module 3 | SharePoint Online Libraries and Lists

- Distinguishing Between Libraries and Lists
- Working with Libraries and Lists
- Finding Information and Setting Up Alerts
- Module Assessment Exam

Module 4 | SharePoint Online Files

- Working with Files
- Sharing Documents
- Working with Files while Offline
- Module Assessment Exam

Module 5 | SharePoint Online Security

- Understanding Permissions
- SharePoint Online Security Groups
- Administration Delegation
- Module Assessment Exam

Module 6 | Hands-On Lab

- Hands-On Lab
- Hands-On Lab - Result Response

Course Conclusion

- Course Final Exam