

# **Microsoft Office 365 SharePoint for End Users**

**Modality: Self-Paced Learning**

**Duration: 3 Hours**

## **About this Course:**

The Microsoft Office 365 SharePoint for End Users is a comprehensive course that covers the features, functionalities, management and usage of Microsoft Office 365 SharePoint with the perspective of end users. Microsoft SharePoint is primarily a document management and storage platform that is integrated with Microsoft Office suite and provides easy file sharing and collaboration amongst the team members of an organization. Microsoft Office 365 SharePoint provides similar functionality with enhanced features on cloud using a web based interface. The course covers the entire landscape that is visible to the end user of Microsoft Office 365 SharePoint, starting from login screen, basic navigation to creating lists, assigning permissions etc.

## **Course Objectives:**

The course has the following learning objectives:

- Handling a SharePoint Team Site
- Designing SharePoint lists
- Personalizing SharePoint lists
- Designing SharePoint libraries
- Regulating library document versions
- Designing SharePoint lists and library views
- Designing various sub sites using different SharePoint templates
- Designing and modifying the content of a web page
- Designing InfoPath Forms and setting Form libraries
- Designing Site columns and content types
- Incorporating different Office applications in SharePoint
- Regulating the fundamental permission matters for SharePoint resources

## **Audience:**

- This course has been appropriately designed for fresh and experienced users of SharePoint application. This course is catered to information workers.

## **Course Outline:**

This Course Includes:

- Course Introduction
- Module 1: Logging in and Screen Navigation
- Module 2: Lists, Libraries, and Apps

- Module 3: Admin Centers and Permissions
- Course Summary