

55262: Introduction to SharePoint for Office 365

Course Details

Course Outline

- 1. SharePoint 365 Setup**
 - SharePoint Online
- 2. SharePoint 365 Introduction**
 - SharePoint Online
 - Site Layout and Navigation
 - Navigation
 - **Lab: Team Site Navigation**
- 3. SharePoint List Basics**
 - Creating Apps Using List Templates
 - Creating Lists
 - List Columns
 - Column Validation
 - **Lab: Working with Team Site Lists**
 - **Lab: Create Custom Lists and Columns**
- 4. Library Basics**
 - Library Templates
 - Creating Libraries
 - Managing Documents and Versioning
 - **Lab: Working with Team Site Libraries**
 - **Lab: Creating Libraries**
 - **Lab: Document Versioning**
- 5. Working with Lists and Library Views**
 - Default Views
 - Custom Views
 - **Lab: Working with Views**
 - **Lab: Creating Public and Personal Views**

6. Working with Sites

- Site Templates
- Creating Sites
- Site Navigation
- **Lab: Creating Team Sites**
- **Lab: Creating a Blog Site**