# About This Training Course

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| **Course Title:** | Introduction to SharePoint Online |
| **Course Code:** | SBI365 |
| **Audience:** | Business Users |
| **Format:** | Instructor-led training with hands-on labs |
| **Length** | 2 Days |

#### Course Description

This course is for students who have little to no experience with SharePoint from an end user perspective. The lectures and lab exercises in this course will teach students how to become productive in the SharePoint Online environment provided by Office 365.

The course begins with a browser-based tour which teaches students how to get around in a SharePoint Online Team site. Students will learn about the various SharePoint Online list types which can be used to create lists which track business data such as announcements, contacts, calendar events, links and tasks. Students will also learn how to configure a SharePoint lists by adding columns and custom validation rules as well as how to import data into SharePoint Online by creating a list from an Excel workbook.

This course will teach students how to create document libraries and configure them to support popular features in SharePoint Online such as alerts, versioning, required document checkout and offline access to documents. However, the course goes beyond the basics to explain why it’s essential to use industry-accepted practices for managing large numbers of documents in a fashion that is easier to maintain and easier to navigate.

Students will learn to add content to SharePoint sites by creating and editing web part pages and wiki pages. This course also covers how to use Microsoft InfoPath 2013 as a tool for creating user input forms that are easy to integrate with SharePoint lists and document libraries. The final module of the course discusses the social networking features in SharePoint Online where students will learn how to make use of their My Sites to better interact with other SharePoint users within the organization.

#### Student Prerequisites

Students should be experienced with accessing Internet websites with a browser such as Internet Explorer or Chrome. Students should also be familiar with Microsoft Office products such as Microsoft Word and Microsoft Excel.