# About This Training Course

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| **Course Title:** | SharePoint Online for Business Users |
| **Course Code:** | SBU365 |
| **Audience:** | Business Users |
| **Format:** | Instructor-led training with hands-on labs |
| **Length** | 4 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.

This second half of the class will teach you the ins and outs of managing sites and site content in a SharePoint Online environment. Students will learn how to manage and configure site collections and the sites that they contain. Students will learn how to design lists and document libraries using advanced techniques involving the use of custom site columns and content types.

Students will learn how to configure security in a SharePoint site collection by creating security groups and managing site membership. Students will also learn how to configure permissions to provide authorized access to sites, lists and document libraries. This course will also teach students how to work with advanced SharePoint Online features such as publishing, search and workflows. Students will learn to work with publishing sites and publishing features which include working with publishing pages, master pages and page layouts. Students will also learn how to configure SharePoint search settings as well as how to take advantage of the workflow support provided by SharePoint Online.

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#### 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.