

# Microsoft SharePoint Online for End Users

## Course Code

SSO920

## Duration

1 Day

## Format

Classroom | Classroom/Virtual | Virtual

## Overview

This course is intended to help SharePoint users get up to speed quickly with its most common features. This course is delivered using SharePoint Online for Microsoft 365 in Modern Mode.

## Objectives

By the end of this course, users should be comfortable with accessing, navigating through, and searching a SharePoint site; using document libraries and working with files; using lists; and using SharePoint Online with Microsoft Office.

## Content

### Lesson 1 - Getting Started with SharePoint

- Access the SharePoint Start Page
- Navigate to a SharePoint Site
- Components of a SharePoint Team Site
- Access the Site Contents
- Use the Team's shared OneNote Notebook

### Lesson 2 - Using Document Libraries

- View a Document Library
- Search a Document Library
- Sort, Filter and Group Files in a Document Library
- Use Document Libraries with Microsoft Office

### Lesson 3 - Working with Files

- Upload Files
- View and Edit Files
- Co-Author Files
- Create Files
- Share Files
- Delete Files
- Check In and Check Out Files
- View File Version History
- Roll Back File Versions

## Who Should Attend

New and existing SharePoint Online End Users.

## Prerequisites

This course is designed for intermediate-level users. Delegates should be comfortable using Windows, a Web Browser and Microsoft Office applications. No previous experience with other versions of SharePoint is necessary.

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- Request Sign-Off of a File
- Delete Versions

## Lesson 4 - Using Lists

- Add a List
- Add Columns to a List
- Use Lists
- Sort, Filter and Group Items in a List