



INFOCUS COURSEWARE

Microsoft SharePoint Online

Level 1



WATSONIA PUBLISHING

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❖ General Description

The skills and knowledge acquired in Microsoft SharePoint Online - Level 1 are sufficient to be able to navigate SharePoint Online, create team sites, create and use basic libraries and lists and much more.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand the basics of **SharePoint Online** including **SharePoint** sites and their components
- create and modify team sites
- navigate **SharePoint** sites
- work with **OneDrive For Business**
- understand how to work with existing **SharePoint** libraries
- create and work with files and list items
- create lists and libraries
- work with calendars and events
- create, modify and delete views for lists and libraries
- perform searches in **SharePoint Online**

❖ Prerequisites

Microsoft SharePoint Online - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers, the Windows operating system environment and Office 365.

❖ Topic Sheets

100 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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Getting to Know SharePoint Online

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- SharePoint Apps
- Accessing SharePoint Online
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- Using Google to Get Help



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