Microsoft SharePoint Online
Level 1

InFocus Courseware

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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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Product Information

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