Microsoft SharePoint Online
Level 2

❖ **General Description**

The skills and knowledge acquired in Microsoft SharePoint Online - Level 2 are sufficient for SharePoint users to build on their basic understanding of SharePoint.

❖ **Learning Outcomes**

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

- modify and customise lists and libraries
- create and work with wiki pages
- understand site templates and how to work with them
- customise and work with workflows
- create and work with custom content types and document set content types
- manage the security for a site and its content
- install and use the **SharePoint** mobile app
- use the social networking features

❖ **Prerequisites**

Microsoft SharePoint Online - Level 2 assumes little or no knowledge of the software. However, it would be useful to have some experience in using Office 365, while a general understanding of personal computers and the Windows operating system environment would also be beneficial.

❖ **Topic Sheets**

95 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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