



INFOCUS COURSEWARE

Microsoft SharePoint Online

Level 2



Product Code: INF1731

ISBN:

❖ 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.

This information sheet was produced on Tuesday, April 24, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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



INFOCUS COURSEWARE

Microsoft SharePoint Online

Level 2



Product Code: INF1731

ISBN:

Contents

Advanced Lists

- Importing a List From Excel
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
- Adding a Custom List
- Understanding Column Types
- Adding a Column to a List
- Adding a Column With Custom Validation
- The List and Library Settings Page
- Modifying a Column in a List or Library
- Deleting a Column From a List or Library
- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
- Creating Multiple Items From Excel
- Editing the Document Template for a Library
- Deleting a List or Library

Working With Pages

- Understanding Page Types
- Placing the Home Page in Edit Mode
- Modifying the Home Page Layout
- Modifying the Home Page Web Parts
- Creating a New Wiki Page
- Placing a Page in Edit Mode
- Inserting and Formatting Text
- Inserting Tables
- Inserting Pictures
- Inserting Links
- Inserting Web Parts Into a Text Editor Control
- Linking to an Existing Wiki Page
- Linking to a New Wiki Page
- Renaming a Wiki Page
- Deleting a Page

Site Templates

- Understanding Site Templates and Subsites
- Creating a Communication Site
- Customising a Communication Site Home Page
- Creating a Blog Subsite

- The Blog Subsite
- Creating a New Blog Post
- Creating a Team Subsite
- Creating a Project Subsite

SharePoint Workflows

- Understanding Workflows
- Creating a New Workflow
- The Flow Information Page
- The Flow Designer
- Customising a Workflow
- The Flow Homepage
- Testing a Workflow
- Deleting a Workflow
- The Flow Mobile App

Content Types

- Understanding Site Columns
- Understanding Content Types
- Creating a Content Type
- Adding Columns to a Content Type
- Adding a Content Type to a Library
- Using a Custom Content Type
- Changing the Template for a Content Type
- Understanding Document Sets
- Creating a Document Set Content Type
- Configuring a Document Set Content Type
- Using a Document Set Content Type
- Removing a Content Type From a Library

Managing Security

- Understanding Permissions
- Understanding Inheritance
- Breaking Permissions Inheritance
- Viewing Permissions for Groups
- Viewing Permissions for Users
- Adding Users to a Group
- Removing Users From a Group
- Creating a Custom Group
- Modifying a Group
- Deleting a Group
- Viewing Permissions on Libraries and Lists
- Granting Unique Permissions to a Library

- Restoring Permissions Inheritance
- Creating Customised Permission Levels

The SharePoint Mobile App

- Signing in to the SharePoint Mobile App
- Navigating the SharePoint Mobile App
- Navigating a Site in the Mobile App
- Working With People
- Working With Me

Social Networking

- Understanding Delve
- Accessing Delve
- Editing Your Profile Page
- Checking the Language and Region Settings
- Working With Boards
- Working With Favourites
- Using Your Blog
- The Delve Mobile App



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