



INFOCUS COURSEWARE

# Microsoft SharePoint Online

Level 2



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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](http://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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



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### Advanced Lists

- Importing a List From Excel
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
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- The List and Library Settings Page
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- Editing the Document Template for a Library
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- Understanding Document Sets
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- Configuring a Document Set Content Type
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### Managing Security

- Understanding Permissions
- Understanding Inheritance
- Breaking Permissions Inheritance
- Viewing Permissions for Groups
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- Modifying a Group
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- Restoring Permissions Inheritance
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### The SharePoint Mobile App

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- Understanding Delve
- Accessing Delve
- Editing Your Profile Page
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- Working With Boards
- Working With Favourites
- Using Your Blog
- The Delve Mobile App



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Bulleen VIC 3105  
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Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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