



SharePoint 2016 Online Level 1 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Outline

- Understand how to Log on and use SharePoint.
- Learn how to navigate, search, set up sites and subsites.
- Create and manage lists including announcements, calendars, contacts and tasks.
- Understand Libraries including Document, Picture and Wiki Libraries.
- Customize SharePoint including adding new fields and views.
- Learn how to link to Outlook and Excel.
- Work in the Office 365 environment and understand the online versions of Office productivity software.

This course is for students who want to use SharePoint Online to share and manage content in a central location. Upon completion of this course, the student will be able to share information and collaborate effectively within the SharePoint online environment.

Course Content:

Overview	What is SharePoint? Logging in Online versus On Premises Navigation, Searching, Following Sites and Subsites
Lists	List settings Announcements, Calendars, Contacts, Tasks Links & Sharing
Libraries	Document Libraries Picture Libraries Wiki Libraries
Customizing	Sort, Group, Filter, Total Display additional fields on a page Create new fields Create and modify Views Set Alerts Link to Outlook & Excel
Office 365	Navigation Account/Profile options Notifications Office Online: Word, Excel, PowerPoint, Outlook, OneNote