

## SharePoint Online

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

41

**Accredited by**

CPD

**Pre-requisites**

No prior experience needed

**Versions supported**

2019, 2021, 365

**Video duration**

3h 34m

**Estimated study time**

12h

**Instructor**

Deborah Ashby

## Introduction

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### 1 Course Introduction

What to expect from this course

### 2 Creating a Practice Site

Create a practice SharePoint site so you can follow along with the instructor.

## Getting Started with SharePoint Online

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### 3 Why Use SharePoint?

Explore how information has traditionally been stored and shared with others and learn how SharePoint can make this process more efficient.

### 4 Accessing a SharePoint Site

Learn how to access SharePoint Online through Microsoft 365.

### 5 Exploring the SharePoint Online Interface

Get to know SharePoint Online by exploring the interface and navigations menus.

### 6 Understanding Roles and Permissions

Understand the 3 default permission groups in SharePoint Online.

## SharePoint Lists

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## Working with Lists

Explore some examples of lists in SharePoint Online.

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## Creating a Task List

Create a Training Task List in SharePoint Online.

9

## Adding Items and Modifying Lists

Add to-do items to the task list and update their progress.

10

## Deleting List Items

Learn how to delete items from lists and then restore them to their original location or permanently remove them from SharePoint.

11

## Sorting and Filtering Lists

Practice sorting and filtering lists in SharePoint to arrange data into a more meaningful order making it easier to read and analyze.

12

## Understanding List Views

Understand what list views are and how they can be helpful when viewing list information.

13

## Creating List Views

Create a new view for the training contacts list and edit the view to define the parameters.

14

## Modifying List Views

Learn how to edit list views, add new columns, delete columns, and modify existing columns.

15

## Creating Custom Lists

Use the Custom List template to create a bespoke list from scratch.

16

## Importing List Data from Excel

Import a contact list that's stored in an Excel spreadsheet into SharePoint as a list.

# SharePoint Libraries

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## What is a Document Library?

Understand what a Document Library is and what type of information we can store in it.

## 18 Creating a Document Library

Using the templates, create a new document library and modify the columns.

## 19 Uploading Documents

Practice uploading files and folders from our local drives into SharePoint using menu options, drag and drop, and library synchronization.

## 20 Modifying and Editing Documents

Create a new document in Word Online and learn how to make edits. Explore all the options available for working with and managing documents stored in the library.

## 21 Working with Metadata

Learn what metadata is and how we can use it to search for content in our SharePoint team site.

## 22 Creating Custom Library Views

Add columns to an existing view and create a brand new view that filters only for documents that are relevant to a specific team.

## 23 Version Control

Learn how to work with version control, restore old versions, and convert minor versions to major versions.

# Integration with Other Applications

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## 24 SharePoint Notifications

Set up notifications on a list or library to receive an email or text alert when something changes.

## 25 Creating a Discussion Board

Add a Discussion Board to the team site to help organize and manage questions, feedback, and discussions.

## 26 Exporting SharePoint Lists to Excel

Export the Training Contacts list from SharePoint to an Excel spreadsheet and update the records.

## 27 Connecting SharePoint to Outlook

Connect SharePoint to Outlook and merge the SharePoint team calendar with the Outlook calendar.

# Workflows

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- 28 Workflows Explained**  
Understand what a workflow is and how we can use workflows in SharePoint to streamline common business processes.
- 29 Creating an Approval Workflow**  
Create a workflow to approve a client document.
- 30 Automated Workflows**  
Create an approval workflow that is automatically triggered when a new file is added to the document library.

## SharePoint Web Pages

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- 31 Working with the Wiki**  
Create a Wiki Page for the SharePoint site.
- 32 Editing the Wiki Page**  
Edit the Wiki Page and insert different pieces of content.
- 33 Using App Parts**  
Add an App Part to the Wiki Page to display the document library for Team 1.
- 34 Using Web Parts**  
Insert the list of Training Contacts on to the page using a Web Part.
- 35 Creating Web Pages**  
Create a web page using a template and learn how to edit the web parts.
- 36 Adding Content to Web Pages**  
Add three YouTube videos, a Twitter Feed, Weather, and World Clock information to the web page.

## Permissions

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- 37 Customizing SharePoint Permissions**  
Add and remove users from permission groups and create custom permission groups.

# 38

## Managing Permission Groups and Levels

Change permissions for members so they have full control over the document library.

## Subsites

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# 39

## Creating a Subsite

Create a subsite for 'Training Team 1' and add it to the top link bar.

# 40

## Applying Themes and Site Settings

Change the look and feel of the site.

## Course Close

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# 41

## Course Close

A recap of what we have learned throughout the balance of this course.

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