

SharePoint Online

GoSkills online course syllabus

Wednesday, April 16, 2025

Skill level

Beginner

Lessons

41

Accredited by

CPD

Pre-requisites

None

Versions supported

2019, 2021, 365

Video duration

3h 34m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction

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

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

7 Working with Lists
Explore some examples of lists in SharePoint Online.

8 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

17 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

- 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

- 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

- 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

- 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

- 39** **Creating a Subsite**
Create a subsite for 'Training Team 1' and add it to the top link bar.

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Applying Themes and Site Settings

Change the look and feel of the site.

Course Close

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Course Close

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

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