

# SharePoint Online

GoSkills online course syllabus

Thursday, January 2, 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

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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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- ## 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

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- ## 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

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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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