

SharePoint Online

GoSkills online course syllabus

Tuesday, February 11, 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.

40 Applying Themes and Site Settings

Change the look and feel of the site.

Course Close

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

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