# Course Synopsis
# Microsoft Office 365 SharePoint

## End-user Training

*Duration: 1 day*

*"SharePoint unleashes a suite of capabilities that dramatically improves the way people work — it is so much more than the sum of its parts."* **Steve Ballmer**

### What this course will do for you:

Microsoft Office 365 is a subscription-based online office and software plus services suite which offers access to a suite of business applications including Email, Office Web Apps, Lync Online and SharePoint Online. Users will be familiar with Email and Office applications, but may find that SharePoint Online is new to them.

When you first start using SharePoint Online you may be both frustrated and confused. Where do you store your documents and how do you access and manage them?  How do you create your own document file structure, and what new facilities do they offer?  This course will allay your fears and resolve your frustration with using SharePoint Online. In this course as well as understanding the user interface you will learn about the new features that will greatly increase your productivity and efficiency.

To get the best from this course you should be a reasonably competent user of Microsoft Office.

Please note the applications included in Office 365 are dependent upon the type of subscription held by the organisation.

## What you will learn:

### Introduction to SharePoint Online

*What is SharePoint Online?*
*SharePoint and Office 365*
*Key Features of SharePoint Online*
*SharePoint organisational Structure*

### SharePoint Navigation

*Finding your way around a SharePoint site*
*Global Navigation*
*Quick Launch*
*Ribbon and Context Menus*

### Using OneDrive Pro to store and share documents

*How OneDrive Pro fits in to SharePoint*
*Using OneDrive Pro*
*Viewing files within Outlook or Windows*
*Collaborate on Documents*

### My Site

*Overview of "MySite"*
*Accessing and updating your "About Me" profile*
*Newsfeed*
*Your Blog, Tasks & Apps*

### SharePoint Apps

*Lists and Libraries*
*Contacts, Calendars and Discussion boards*

### SharePoint Document Libraries

*Check –in and out*
*Versioning*
*Recycle Bin*
*Integration with other Office applications*

### SharePoint Lists & Library Management

*Creating custom lists or libraries*
*Views*
*Alerts*

### SharePoint Sites

*What are SharePoint Sites?*
*Looking at Site Templates*
*Creating Sites and Subsites*
*Managing Sites*

### Delve

*What is Delve ?*
*What can I do with Delve?*
*How does Delve know what's relevant to me?*
*Who can see my Documents in Delve?*