Office 365, Part 5 of 5: SharePoint and Office Online

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Office 365 is assumed.

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Course description: Explore the SharePoint Online area of Office 365. Discover how to access followed sites, see recommended sites, and create and search for sites, then dive into the collaboration capabilities of SharePoint team sites. In addition to learning how to access, create, share and work directly on documents in the SharePoint document libraries, we'll sync a SharePoint document library to our local device and see how that is similar and different from syncing a OneDrive for Business library on the same device. Lastly, take a look at how to work directly with Office Online and the Microsoft Office Desktop Clients we already use.

Course outline:

Overview of SharePoint Online
- Introduction
- What Is SharePoint Online?
- Demo: SharePoint Online
- Demo: Group Site
- Summary

Accessing SharePoint Online
- Introduction
- SharePoint in Office 365
- Demo: Create Team Site
- Demo: Following and Searching
- Demo: More Searching
- Demo: Add Apps
- Summary

Sharing and Collaborating
- Introduction
- Sharing and Collaborating
- Demo: SharePoint Site
- Demo: Documents
- Demo: Editing Task List
- Demo: Timeline
- Demo: Calendar
- Demo: Document Library
- Demo: Collaboration
- Summary

Syncing SharePoint
- Introduction
- Syncing SharePoint Library
- Demo: Setting up Sync
- Demo: Using Sync
- Summary

Working with Office
- Introduction
- Working with Office Online
- Both Offer
- Demo: Word Client and Online
- Demo: Collaboration
- Demo: Create Files and Folders
- Summary