

# SharePoint Beginner

This is our Introduction to the SharePoint Online environment. This course will take you through SharePoint Online from the viewpoint of the User.

In this course, you will learn to:

- Access an Office 365 SharePoint site
- Navigate the site with the modern interface
- Create and use a Basic Custom Lists
- Using a Library
- Overview of Metadata in SharePoint
- Use a simple Custom View
- Sort a library and a list
- Search a SharePoint site
- Use and synchronise with OneDrive

## Detailed Content

### Introduction

What is SharePoint  
What are the components of a SharePoint site

### What is a SharePoint site

Overview of the different types of sites  
How users are assigned  
Overview of user Permissions

### Starting SharePoint

Accessing SharePoint from Office 365

### Site Navigation

Overview of the components of navigation  
Navigating from site-to-site  
Navigating within a site

### SharePoint Lists

What is a list  
Create a simple list  
Entering data into a list

### Using SharePoint Libraries

What is a library  
How is a library different from a list  
Using files in a Library  
Importing files into a library  
Using a simple custom view

### Working in a Library

Using simple metadata  
Sorting a Library  
Searching a library  
Setting Alerts  
Document co-authoring

### OneDrive for Business

What is OneDrive  
Synchronising with SharePoint  
Document Lifecycle  
Linking documents to a library

### Site Pages

What is a Site Page  
Using the different options on a page

### Office 365

Accessing Office 365 Apps  
The Waffle Icon

### Office 365 Trial Account (optional)

Create a Trial Office 365 account for personal practice