

**SharePoint Online for End Users**

**Course Number:** SHPT-418  
**Duration:** 2 days

**Overview**

Accelebrate's SharePoint Online training course teaches attendees how to use SharePoint Online to collaborate with others, manage documents, and share information. Participants learn how to navigate SharePoint Online team sites, create document libraries, manage pages, use metadata, implement security, apply best practices, and more. Students also learn how to use Power Automate with SharePoint Online to automate daily tasks.

**Prerequisites**

No prior experienced is presumed.

**Materials**

All attendees receive comprehensive courseware covering all subjects in the course.

**Software Needed on Each Student PC**

All attendees must have a full installation of Office 2016, or later, as well as a modern browser such as Microsoft Edge or Google Chrome.  We can either use your SharePoint server or ours for the class.

**Objectives**

* Navigate a SharePoint Online Team Site and a SharePoint Online Collaboration site
* Create document libraries and configure them to support popular features in SharePoint Online such as checking in and out a document and document versioning
* Learn how to collaborate with SharePoint Online by using Microsoft Office, including Word and Excel
* Use the various SharePoint Online list types
* Configure a SharePoint list by adding columns and custom validation rules
* Import data into SharePoint Online by creating a list from an Excel workbook
* Apply best practices for SharePoint Governance as it relates to document libraries and lists
* Use metadata in SharePoint
* Add content to SharePoint sites by creating and editing modern pages
* Understand and use many of the included web parts in modern pages
* Understand how permissions work in SharePoint and learn how to configure permission groups
* Apply best practices for SharePoint Online Security
* Use Site Columns and Content Types
* Use Power Automate to automate tasks in SharePoint
* Use the new SharePoint Branding and new Site Templates
* Explore other Microsoft 365 Apps

**Outline**

* Introduction
* Getting Started with SharePoint Online
  + Overview of SharePoint Online
  + Sites and Site Collections
  + Navigating around SharePoint
  + SharePoint Apps
  + SharePoint Team Sites vs. Communication Sites
* Documents and Document Libraries
  + Intro to Document Libraries
  + Working with Document Libraries
  + Managing Files in Libraries
  + Customizing Document Libraries
  + Review Versioning for Co-Authoring
  + Other Document Library Settings, such as Advanced Settings
* Working with Lists
  + Review of SharePoint Lists
  + Using Out of the Box List Templates
  + Creating a SharePoint List from Scratch
  + Customizing List Settings
  + Adding Columns and Validation Rules
  + Use an Excel File to create a SharePoint List
* Creating and Designing Modern Pages
  + Intro to Modern Pages
  + Working with Modern Web Parts
    - Document Library Web Part
    - List Web Part
    - Events List
    - News Page
    - Quick Links
    - Chart / Graph
  + Adding Navigation
  + Using the Hero Web Part in SharePoint Communication Sites
  + Modifying the Quick Launch
* Security in SharePoint Online
  + Overview of Security
  + SharePoint Members, Visitors and Owners Roles
  + How to Inherit Permissions
  + How to Break Permissions
  + Sharing in SharePoint Online
  + Best Practices on Security in SharePoint Online
* Creating and Using Site Columns and Content Types
  + Browsing and using Existing Site Columns
  + Creating new Site Columns
  + Browsing and using Existing Content Types
  + Creating new Content Types
  + Associating a Document Template with a Content Type
  + Creating a Document Library to use a new Content Type
* Intro to Power Automate
  + Creating a Simple Flow from a SharePoint List
  + Browsing Existing Power Automate Templates
  + Using an existing Power Automate Template to create a new Flow
* Modern Site Branding
  + Using Themes
  + Customizing the Quick Launch
  + Creating a new site and using new Site Templates
* Office 365 Apps
  + Teams
  + Forms
  + OneDrive
  + Other apps students want to see
  + When to use each one
* Conclusion