

SharePoint Online for End User & Power User (1 Day)

Code: SP-100

About this course

This one-day course gives students the practical skills to use SharePoint Online with confidence — navigating sites, managing documents and lists, building pages, and sharing content across Microsoft 365. By the end, students will be able to work productively in SharePoint Online day to day.

Product:	Microsoft (Office) 365, SharePoint Online
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (1 Day)

Module	
	Module 1: Introduction to Microsoft 365 and SharePoint Online Lessons: - What is Microsoft 365? - What is SharePoint Online? - SharePoint Capabilities - SharePoint mobile apps - What is SharePoint Start page? - Collaborating with Teams, SharePoint, and OneDrive
	 Module 2: SharePoint Sites and Contents Lessons: - SharePoint Sites model - SharePoint Content Structure - Levels of navigation - Change the look - What is SharePoint List? - What is SharePoint Document library? - Adding Files to a Library - Co-authoring - Versioning - Restore deleted items from recycle bin - Sync SharePoint files and folders - SharePoint Views - Metadata architecture Mini Lab: Working with Libraries and Lists

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Module 3: SharePoint Pages

Lessons:

- Modern pages
- Page lifecycle
- Create a page
- Using Web parts
- News web part

Mini Lab: Working with Pages



Module 4: SharePoint Permission and Sharing

Lessons:

- Share a site
- Share files or folders
- Shareable links
- Guest sharing
- Stop sharing files or folders



Module 5: SharePoint Search

- Overview of Search
- How to search for documents and content