

SharePoint Online for End User & Power User (2 Days)

Code: SP-101

About this course

This two-day course equips End Users and Power Users with the practical skills to work productively in SharePoint Online. Students learn to navigate sites, manage lists and libraries, organize content with views and metadata, build pages, and handle permissions, sharing, and search. By the end, students can confidently use SharePoint Online core capabilities in their daily work.

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 (2 Days)

Module: Day 1



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 Online Sites

Lessons:

- SharePoint Sites model
- SharePoint Content Structure
- Site Template
- What is a SharePoint hub site?
- Default Elements
- Levels of navigation
- Change the look



Module 3: SharePoint Lists

Lessons:

- What is SharePoint list?
- Understand list templates
- Create a custom list
- Create a new list from a list template
- Column Validation, List/Library validation
- Add columns to a list
- Indexed column



Module 4: SharePoint Libraries

Lessons:

- What is SharePoint document library?
- Library Page
- Adding Files to a Library
- Editing a document
- Move or copy files
- Download files and folders
- Document collaboration and co-authoring
- Document Version, Check-in, Check-out
- Deleting a document
- Recovering a document
- Create a flow
- Sync SharePoint files and folders



Hand on Labs: Day 1

Module: Day 2



Module 5: SharePoint Views

Lessons:

- What is a SharePoint Views?
- Default Views
- Filters
- Create a view



Module 6: Metadata architecture

Lessons:

- What is the difference between List and Library?
- What is Metadata?
- Lists & Library Columns
- What is Site Columns?
- What is Content Types?, Content Type Gallery
- What is Taxonomy?
- What is Folksonomy?
- Terms, Managed Metadata column, Enterprise Keywords column



Module 7: SharePoint Pages

Lessons:

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



Module 8: SharePoint Permission and Sharing

Lessons:

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



Module 9: Using SharePoint Search

Lessons:

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



Hand on Labs: Day 2