

SharePoint Online Basic (3 Hours)

Code: SP-102

About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint Online on a day-to-day basis. At the end of this course, students will be able to effectively navigate SharePoint Online capabilities.

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 or 13:00-16:30 (3 hours)

Module	
	Module 1: Introduction to Microsoft 365 and SharePoint Online Lessons: - What is Microsoft 365? - What is SharePoint Online? - SharePoint Capabilities - What is SharePoint Start page? - Overview of Teams and SharePoint integration - Collaborating with Teams, SharePoint, and OneDrive
	 Module 2: SharePoint Sites, Contents and Search Lessons: - 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 - Pages, create a page - Using Web parts - How to search for documents and content



Module 3: SharePoint Permission and Sharing

Lessons:

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