Microsoft Office 365 SharePoint for End Users

Course Overview

This course will introduce students to Microsoft Office 365 SharePoint. Topics covered include logging in and screen navigation, lists, libraries, and apps, and admin centers and permissions.

App Parts and Web Parts
Adding App Parts
Demo - Modifying App Parts on a SharePoint Site
Demo - Adding a Slideshow Web Part
Adding a Calendar App Part
Connecting a Calendar to Outlook
Demo - Adding a Calendar App Part
Module 2 Review

Module 3 - Admin Centers and Permissions   39m
Admin Centers and Permissions
Site Permissions
Default SharePoint Groups
Suggested Uses for SharePoint Groups
SharePoint Special Groups
Adding Users to SharePoint Security Group
Demo - Adding Users to a SharePoint Security Group
Remove Users from a Group
Demo - Remove Users from a Group
Grant Site Access to a Group
Demo - Grant Site Access to a Group
Delete a Group
Assign a New Permission Level to a Group
External Sharing for a Site
Demo - External Sharing for a Site
SharePoint Site Settings
Demo - SharePoint Site Settings
Demo - SharePoint Site Settings: Look and Feel
Demo - SharePoint Site Settings: Site Actions
SharePoint Site Content
Demo - Deleting Site Content
Demo - Recycle Site Content
Site Content Settings
Demo - Editing Top Navigation Bar
Module 3 Review
Course Closure

Total Duration: 2h 35m