

Course Outline | SharePoint Office 365

3 day(s)

Overview

This intensive 3 day course is equally of value to IT Managers/Professionals and Developers is designed to provide an overview and the basis for a custom course to explain SharePoint 2016 in the Office 365 environment.

The topics listed below will give an indication of the areas to be covered. The course will consist of a series of PowerPoint presentations, including demonstrations and the topics covered will be reinforced via a series of worked exercises. The topic lists are presented as a series of points that can be included and the level of detail to be covered can be agreed by discussion.

Level

Office 365

Version

2016

Course Outline

General Topics Overview of SharePoint

- Logical Architecture
- Physical Architecture
- Role of SQL Server
- Web Application
- Site Templates

Administrative Structure

- Site Administration
- Email Integration

Site Planning

- What template to use

Site Collections

- What are they
- Why we want to use them

Navigation in a SharePoint Site, SharePoint lists and libraries

- Defining SharePoint Apps
- Customising Lists and Libraries
- Explaining Views on Lists and Libraries
- Creating Views on Lists and Libraries
- Modifying Navigation

Library document versions. Creation of sub sites using various SharePoint templates. Create and edit Web page content. Web Parts What is Design Manager Site columns and content types (metadata).

- Content type creation
- Content type routing (Drop Box style)

Office applications and SharePoint 2016. Basic permission management of SharePoint 2016 resources
External Sharing

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- Concepts
- Implementation

New Features of Office 365 Groups

- Groups for Office 365 is a new way of working with your colleagues and people outside of your network

OneDrive for Business

- Securely share your files with colleagues, business partners, or customers. You control who can see and edit each file

Delve

- Delve helps you discover the information that's likely to be most interesting to you right now

Sway

- Sway makes it quick and easy to create and share polished, interactive reports, presentations, personal stories and more

Planner

- An easy, visual, way to organise teamwork

The above list is an example of the topics areas that may be covered. Expansion on any area can be provided if required.