SharePoint Online Training

Module 1: Introduction

- Introduction to SharePoint?
- Features of SharePoint
- Versions of SharePoint
- Understanding SharePoint Online and SharePoint on Premise
- Environment setup and accessing SharePoint Online environment?

Module 2: SharePoint Core Features

- SharePoint Hierarchy
- Sites, Subsites, list, library
- Pages
- Site columns, Site content types
- Views – List, Gallery Board, Calendar View
- Sorting, Filter, Groups etc
- Validations
- Permissions – Site level, List level, Item Level
- List formatting, list alerts

Module 3: SharePoint Admin Centre

- Hub Sites
- Site Level Settings
- Restoring Deleted Sites
- Policies
- Term Store
- Content Type Hub
- Understanding about Deployment and API Access.