# MICROSOFT 365 SHAREPOINT

Course Code: 821488

By the end of this course, users should be comfortable with creating new sites in SharePoint, adding and configuring libraries and other site assets; configuring site settings, assigning permissions and access rights; and working with advanced site options. They should also be familiar with basic user tasks, such as accessing the site, using document libraries, and working with files.

SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. SharePoint 365 takes these features even further, with integration with Microsoft 365 services.

This course is intended to help SharePoint users understand how to create and manage sites. We will cover the user interface; show users how to create new sites, libraries, lists, apps, and pages; and change site settings and manage site options. We will also provide a brief user's guide to help administrators train site users.

## What You'll Learn

- Creating a New Site
- Adding and Configuring Libraries, Apps, List and Pages
- Configuring Site Settings
- User's Guide

## Who Needs to Attend

This course is intended to help SharePoint users understand how to create and manage sites.

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and a web browser. Previous experience with using SharePoint is recommended.

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| CLASSROOM LIVE | $395 USD | 1 Day |
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## Classroom Live Outline

**Lesson 1: Creating a New Site**

- Topic A: Create a Site
- Topic B: Customize a Site
- Topic C: Design a Site

**Lesson 2: Adding and Configuring Libraries, Apps, Lists, and Pages**

- Topic A: Configure Document Libraries
- Topic B: Create Additional Libraries
- Topic C: Add Apps
- Topic D: Add Lists
- Topic E: Add Pages

**Lesson 3: Configuring Site Settings**

- Topic A: Configure Site Search Options
- Topic B: Configure Site Administration Settings
- Topic C: Configure Site Navigation Settings
- Topic D: Configure Site Permissions, Part 1
- Topic E: Configuring Site Permissions, Part 2

**Lesson 4: User's Guide**

- Topic A: Getting Started with SharePoint
- Topic B: Working with Files
- Topic C: Advanced Features

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| VIRTUAL CLASSROOM LIVE | $395 USD | 1 Day |
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## Virtual Classroom Live Outline

**Lesson 1: Creating a New Site**

- Topic A: Create a Site
- Topic B: Customize a Site
- Topic C: Design a Site

**Lesson 2: Adding and Configuring Libraries, Apps, Lists, and Pages**

- Topic A: Configure Document Libraries
- Topic B: Create Additional Libraries
- Topic C: Add Apps
- Topic D: Add Lists
- Topic E: Add Pages

**Lesson 3: Configuring Site Settings**

- Topic A: Configure Site Search Options
- Topic B: Configure Site Administration Settings
- Topic C: Configure Site Navigation Settings
- Topic D: Configure Site Permissions, Part 1
- Topic E: Configuring Site Permissions, Part 2

**Lesson 4: User's Guide**

- Topic A: Getting Started with SharePoint
- Topic B: Working with Files
- Topic C: Advanced Features

May 9 - 9, 2025 | 9:00 AM - 5:00 PM EDT

Jul 25 - 25, 2025 | 9:00 AM - 5:00 PM EDT

Sep 5 - 5, 2025 | 9:00 AM - 5:00 PM EDT

Nov 24 - 24, 2025 | 9:00 AM - 5:00 PM EST

# MICROSOFT 365 SHAREPOINT

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| PRIVATE GROUP TRAINING | 1 Day |
|---|---|

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.