MS55255 - SharePoint for Office 365 End User Training

Microsoft - Sharepoint 365 - Virtualizzazione e Cloud

Durata:	Lingue:	Certificazione:
3 Giorni	**Italiano**	**-**

Descrizione del corso

This three-day instructor-led SharePoint for Office 365 End User Training class is for end users and site owners/managers new to working in a SharePoint environment in Office 365. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Programma

Module 1: SharePoint 365 SetupThis module explains how to set up SharePoint 365.

- SharePoint Online

Module 2: SharePoint 365 Introduction

- Site Layout and Navigation
- Layout
- Navigation

Module 3: SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation

- Validating a List Column

Module 4: Library Basics

- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Managing Documents and Versioning

Module 5: Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Module 6: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Module 7: Page Content

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- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts

Module 8: Site Columns and Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 9: Office Integration

- Outlook Integration

Module 10: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permissions Inheritance

ITCore Group

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com