combinedknowledge

Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

OFFICE 365 AND SHAREPOINT ONLINE: RAPID UPSKILL TRACK

Course Duration: 4 Days

Overview

The first day of this course provides detailed hands-on experience for companies looking to make a smooth transition to Office 365. We will learn what Office 365 is and how it will benefit individuals and the company as a whole. The course removes the mystery of Office 365 showing practical uses for all of the Office 365 components from SharePoint Online to Delve.

Following this introduction, we will cover the complete SharePoint Online site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online. Your goal is to learn how to make SharePoint online relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practice with hands on exercises in SharePoint Online.

Prerequisites

You do not need a prior knowledge of Office 365 or SharePoint Online to attend this course.

Module List

Module 1: Introducing Office 365

This module is designed to give an overview of the functionality available to users within the Office 365 environment, it also showcases the tools which will greatly improve efficiency and productivity within your organisation when communicating, authoring, collaborating & sharing, and connecting with colleagues. This module covers the following:

- Life before Office 365
- What is the Cloud?
- What is Office 365?
- Office 365 Services Overview
- Communication
- Store Information
- Create and Edit Business Documents

Module 2: Getting Started with Office 365

The first time a user connects to Office 365 they gain access to a variety of tools and functionality, much of which will be new to them. This module introduces users to the structure of Office 365 and outlines the first few steps that users should take.

- Connecting to Office 365
- Navigating in Office 365
- Office 365 Configuration
- Install Microsoft Office Professional Plus
- Set up Office 365 on your phone and tablet

Module 3: Working with Documents and Videos

In this module, we will look at how browser-based versions of the familiar Microsoft Office suite can be used to view, create and edit documents, spreadsheets, presentations and more, directly within the browser without the need for the client applications. Also covered within this module is multi-author editing, allowing real-time collaboration on the same document, with colleagues anywhere in the world. We also spend time showing how the Microsoft Office suite installed on your local computer can still be used in conjunction with Office 365.

- Viewing, creating and editing documents in the browser
- Overview of multi-author editing
- OneDrive – where do I put my personal files?
- Video Portal – where should I store large videos?
- OneNote
- Delve
- Office 365 Groups
- Planner

Module 4: Office 365 Social

In this module, we will look at the powerful social features in Office 365 that enable closer collaboration between separate sites and countries. Social offers many ways for colleagues to remain connected to their peers whether they are trying to find someone in another office or they are using mobile apps while travelling. Essentially you can access newsfeeds, a colleague's statuses, profile information and more from Office 365 and mobile apps.

- Accessing and updating profiles
- Finding other users
- Yammer
- Mobile Apps
- Newsfeeds
- Community Sites
- Blogs
- Sway

Module 5: Communicate in Office 365

While using Office 365, there are many ways to communicate with individuals and groups. In this module, we will discuss how Outlook and Skype for business can be used to keep in touch, share ideas and capture knowledge. Outlook provides an individual with access to their mailbox from any location with access to the internet.

Using Microsoft Skype, users can connect with each other via instant messaging (IM), or use PC-to-PC audio or video calls. Skype also provides the ability to host and attend rich online meetings, including audio, video, web conferencing, and file sharing. This functionality enables effective meetings to be scheduled ad-hoc and saves on potential transport and accommodation costs.

Outlook

- Access your mailbox with Outlook Web Access
- Send and Receive emails in the cloud

Skype for Business

- Add Contacts
- Send an Instant Message (IM)
- Make a call using Skype for Business
- Control your presence
- Start an online meeting
- Send an email
- Personalise Skype for Business– add a photo

Module 6: SharePoint Basics

This module provides an overview of how Microsoft SharePoint can be used in Office 365 to provide a platform for collaboration between departments and other groups within the organisation.

- What is SharePoint?
- Connecting to SharePoint in Office 365
- Navigational Components
- Working with Files in SharePoint Online
- View
- Create
- Edit

- Delete
- OneDrive for Business

Module 7: An Introduction to SharePoint Online

Let's get started with SharePoint online by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint Online to manage and share content, create engaging web page, automate business processes and make good business decisions with Business intelligence.

We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner we're sure that you will be amazed with the potential that SharePoint Online has to offer an end user.

You will also learn how using SharePoint Online is different.

Topics Covered

An Overview of SharePoint Online

Central Repository for Information

Web Content Management

Team Collaboration

Search

Social Computing

Workflows

Business Intelligence

Roles in SharePoint

Site Visitors

Site Members

Site Owners

Site Collection Administrator

Office 365 Admin

Security Trimming

Module 8: Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. This will allow you to understand existing sites that other people have created as well as making good decisions when building new sites.

As a site owner you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each sites function and

appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your test site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

Topics Covered

An Introduction to Site Topology

When to Create a Site and Where?

How to Create a New Site

Site Templates

    Team Sites

    Project Sites

    Blog Sites

    Community Sites

    Publishing Sites

Navigating SharePoint Sites

Applying Custom Themes to a Site

Building the Site Navigation Bar

Deleting Sites

Recovering Deleted Sites

Module 9: Creating and Managing Web Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

Topics Covered

Introducing Wiki Pages

Adding Wiki Pages

Adding Rich Content to Wiki Pages

Promoted Links

Adding and Modifying Web Parts

Deleting Wiki Pages

Introducing the Publishing Site

Create and Edit Publishing Pages

Using Page Layouts

Web Page Metadata

Site Collection Images

Renditions

Reusable Content

Web Page Approval

Scheduling Pages

Module 10: Defining Business Information & Retention

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. In this module we will help your team establish reusable file templates and automate business processes. An example of this would be removing old unwanted content from your site automatically.

To achieve this you will learn about a variety of SharePoint features including content types, policies and in-place records management.

Topics Covered

Managed Metadata Service

An Introduction to Content Types

Create & Manage Content Types

Content Type Settings

Using Content Types in Apps

The Content Type Hub

Deploying Content Types

Information Management Policies

The Records Center

The Content Organizer

Document IDs

In Place Records Management

Module 11: Adding and Configuring Apps

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement. Apps can be broken down into Lists, Libraries and Market Place Apps.

SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists, and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library.

An introduction to on premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint Online platform.

Finally, this module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint Online and discusses the advantages of each program when combined with SharePoint.

Topics Covered

Adding List & Library Apps

Managing List & Library Settings

Create and Manage App Columns

Adding Site Columns

Create and Manage Public Views

Working with Document Sets

Creating App Templates

On Premises Apps

SharePoint Marketplace Apps

Popular List & Library Templates

Add, Modify, Upload, and Delete Content in Apps

Sort and Filter Content

Personal Views

Using Alerts in Apps

Office 2016 Integration with SharePoint Apps*

*Office Integration

Integration with Microsoft Office

Co-Authoring

Outlook 2016

SharePoint Designer 2013

InfoPath Designer 2013

OneDrive for Business

Module 12: Building Processes with Workflows

Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks including approval processes. Workflows will be demonstrated using real world examples. You will be given the opportunity to build workflows and review workflow progress. Also covered is an introduction to Microsoft SharePoint Designer 2013 and third party workflow tools.

Topics Covered

An Introduction to Workflows

Workflow Scenarios

Creating Workflows

Configuring Workflow Settings

Adding Workflows

Removing Workflows

Third Party Workflow Tools

Module 13: Customising Security

Security is an important element of any site. You will see instructor-led demonstrations of the best practises for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customise permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content.

You will also see how to use the Share button to quickly share documents with external users.

Topics Covered

An Introduction to Security	Creating SharePoint Groups
Access Requests	How Inheriting Security Works
Share Sites and Files	Securing Apps, Folders, Files/Items
Approving Access Requests	Managed Metadata Security
Creating Permission Levels	OneDrive Security

This module covers a new and evolving culture change in the way that we work with business information. Social features are an engaging way for users to collaborate. The variety of social tools available to you is overwhelming. You will learn the differences between each of these tools and when to use them.

Topics Covered

An Introduction to Social Tools	Community Sites
Updating your Profile	Community Portal
Blog Sites	Skype for Business
Newsfeeds	

Module 14: Working with Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need.

Topics Covered

Searching in SharePoint Online	How Search Works
Refinements	Promoted Results
Search Criteria	Search Web Parts
People Search	How Can Search be Customised?

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

SharePoint Power Users

- SharePoint Site Collection Administrator
- SharePoint Designer
- InfoPath
- Nintex Workflow
- Nintex Forms
- LiveTiles
- Power BI

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

For additional courses or more information on the above visit:
http://www.combined-knowledge.com and click on **Find a Training Course**.