Course : SharePoint Online, user/contributor

Practical course - 1d - 7h00 - Ref. OLU
Price : 750 CHF E.T.

★★★★⯪ 4,3 / 5

(BEST)

In France, SharePoint is the collaborative intranet solution of choice for one company in two. This training course for the general public shows you how to create and enrich different web site templates with SharePoint Online, simply and effectively, keeping the technical aspects to an absolute minimum.

Teaching objectives

At the end of the training, the participant will be able to:

- ✔ Using lists and libraries
- ✔ Creating content in a SharePoint site
- ✔ Customize a site page
- ✔ Creating a SharePoint site

Intended audience

Editorial managers, MOA project managers, people in charge of running and developing a SharePoint Online portal. Profiles wishing to learn more about SharePoint functionalities.

Prerequisites

Know how to use an Internet browser (IE) and the Microsoft Office suite.

Practical details

Hands-on work

Theoretical input, exchanges, experience sharing, demonstrations, tutorials and case studies

Teaching methods

Active teaching based on exchanges, examples, practical exercises and evaluation throughout the course.

Course schedule

PARTICIPANTS

Editorial managers, MOA project managers, people in charge of running and developing a SharePoint Online portal. Profiles wishing to learn more about SharePoint functionalities.

PREREQUISITES

Know how to use an Internet browser (IE) and the Microsoft Office suite.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1. Introduction

- What is SharePoint?
- Presentations of Microsoft 365 applications
- SharePoint Online uses. Web content management. Enterprise content management.
- Introduction to SharePoint Online and its user interface.
- SharePoint environment. The Web browser. SharePoint Designer. Microsoft OneDrive Enterprise.
- Integration with Microsoft Office and Microsoft 365.
- Find a SharePoint site

Hands-on work
Creating a communication or team site. Follow a site.

2. Presentation of lists and libraries

- Tasks, links, schedules and surveys.
- Announcements, contacts, forums and discussions.
- Wikis. Blogs.
- Document and image libraries.
- Adding and modifying content.
- Activity tracking: alerts and RSS feeds.

Hands-on work
Create document and image libraries. Manage documents. Set alerts. Co-publish documents online.

3. List and library management

- Create and customize columns in lists and libraries.
- Create customized lists.
- Create your own templates.
- Create lists from scratch or from Excel.
- Displays. Default display and data sheet. Create your own display. Return to standard view.
- Export lists and libraries as Excel files.
- Create and use a list from a template.

Hands-on work
Create custom lists and forms. Create new displays. Create and modify columns.

4. Site and workspace customization

- Create a site using a SharePoint site template.
- Site customization with the browser.
- Create a title, description and apply a theme.
- Navigation options. Global navigation. Quick navigation. Structural navigation. Importance of navigation.
- Create a wiki web page for an existing site.
- Create and modify a WebParts component page.
- List Web Parts. Custom Web Parts.

Hands-on work
Create and customize a site. Set up navigation. Creating and customizing pages, integrating Web Parts. Use news pages. Adding a logo.

Dates and locations

REMOTE CLASS
2026 : 12 June, 25 Sep., 7 Dec.