



## Microsoft SharePoint and OneDrive 365

**Course Description:** This course is intended for participants with little to a basic understanding of Microsoft SharePoint and OneDrive. Participants will gain a basic overview of the SharePoint online platform to navigate SharePoint sites, and work with lists, documents, and libraries. Participants will learn how to use OneDrive to store, share and manage files.

**Prerequisites:** Little to a basic knowledge of and experience with Office 365, SharePoint, OneDrive and cloud computing concepts.

**Course Presenter:** Izzy Perry

**Course Content:**

**1. SharePoint**

- What is SharePoint Online?

**2. SharePoint Sites**

- Site templates
- Creating sites
- Site navigation

**3. List Basics**

- Creating lists using templates
- List columns
- List views

**4. Library Basics**

- Library templates
- Creating libraries
- Library views

**5. Working with Documents**

- Checking out documents
- Deleting and restoring documents
- Versioning

**6. OneDrive**

- What is OneDrive?
- Add files to OneDrive
- View and edit files on OneDrive
- Sharing files using OneDrive

**Dates & Times** (Please Select Session Date/Time):

**Location: Online**

<input type="checkbox"/>	13-Oct-2021	8:30 AM to 12:00 MDT	<input type="checkbox"/>	22-Dec-2021	8:30 AM to 12:00 PM MDT
<input type="checkbox"/>	28-Oct-2021	8:30 AM to 12:00 MDT	<input type="checkbox"/>		
<input type="checkbox"/>	02-Dec-2021	8:30 AM to 12:00 MDT	<input type="checkbox"/>		

**LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)**

Company: \_\_\_\_\_

Attendee(s): \_\_\_\_\_

E-mail/Phone: \_\_\_\_\_

Payment Type: Visa \_\_\_\_ Mastercard \_\_\_\_ Cheque \_\_\_\_ Invoice (Members Only) \_\_\_\_

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Expiry Date

**E-mail: [lloydca3@telus.net](mailto:lloydca3@telus.net)**

**No refunds will be made after course link has been sent.**