



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"/>	16-Feb-2022	8:30AM to 12:30PM MDT	<input type="checkbox"/>	16-Mar-2022	8:30AM to 12:30PM MDT
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LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

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