

Introduction to SharePoint for Office 365

Training

Price: 445

Duration: 1 days

Delivery Methods: Virtual

Overview

The Introduction to SharePoint for Office 365 course is the first day of our [SharePoint Online End User Training course](#). It provides a foundational understanding of SharePoint Online, focusing on essential features and functionalities. Students will learn about SharePoint Online, site layout and navigation, list and library basics, and managing views. The course incorporates hands-on exercises that enable students to gain practical experience in creating and managing SharePoint Online resources. By the end of the course, students will have a solid grasp of the core features of SharePoint Online and be prepared to use it effectively within their organizations.

Audience Profile

Welcome to the "Introduction to SharePoint for Office 365" course. This course is designed as an immersive learning experience to help you gain a thorough understanding of SharePoint Online, an essential platform for collaboration and content management in the Office 365 suite.

During this course, we will cover the core aspects of SharePoint Online, starting with the basics of site layout and navigation, which are fundamental for effective site management. You will learn how to create, use, and manage lists and libraries, essential tools for organizing content.

By the end of this course, you will have developed a solid understanding of SharePoint Online's key functionalities and be capable of utilizing its features to enhance workplace efficiency and collaboration.

Whether your goal is to improve document management, streamline team collaboration, or boost communication within your organization, this course will provide you with the necessary skills and confidence to effectively navigate and leverage SharePoint Online to meet your business needs.

At Course Completion

- **Foundational Knowledge:** Gain a solid understanding of SharePoint Online's essential aspects, providing a strong base for beginners.
- **Practical Examples:** The course includes real-world examples, demonstrating SharePoint Online's application in various scenarios.
- **Hands-on Learning:** Engaging exercises allow students to apply their knowledge practically, reinforcing learning.
- **Expert Authors:** The course content is developed by experienced professionals, ensuring accuracy and relevance.
- **Collaborative Focus:** Emphasis on collaboration within SharePoint Online prepares students to enhance team productivity.

Outline

Introduction to SharePoint for Office 365 Course Outline

SharePoint Online Setup

- Introduction to SharePoint Online.
- Exploring site layout and navigation.

List Basics

- Utilizing list templates and creating custom lists.
- Managing list columns and column validation.
- Hands-on exercises with team site lists.

Library Basics

- Understanding library templates and creating libraries.
- Managing documents and version control.
- Practical exercises with team site libraries.

Working with List and Library Views

- Mastering default and custom views.

- Exercises on creating public and personal views.

Effective Site Management

- Exploring site templates and creating sites.
- Site navigation techniques.
- Building team sites through practical exercises.

Prerequisites

To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows for the desktop and any current version of Microsoft Office desktop software, plus basic competence with Internet browsing.

Course Schedule

Date	Time	Price	Options
04/13/2026	08:00 AM - 04:00 PM CT	445.00	Buy Now Enroll
06/09/2026	08:00 AM - 04:00 PM CT	445.00	Buy Now Enroll
08/17/2026	08:00 AM - 04:00 PM CT	445.00	Buy Now Enroll

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FAQ

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Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.