

**MS105**

MICROSOFT SHAREPOINT

NEW COURSE

# SharePoint Online and OneDrive for users

 Laboratory course  New course

DURATION

**1 DAY**

REGULAR FEE

**510 \$**PREFERENTIAL  
FEE**460 \$**

## Objectives

To provide the knowledge and skills required to effectively work with SharePoint Online and OneDrive Enterprise.

## Targeted audience

Users.

## Prerequisite

None.

## Content

- Introduction to SharePoint Online and OneDrive Enterprise
- Team sites vs. communication sites
- Creating, modifying and publishing Announcements
- Creating, modifying and publishing Events
- Creating, modifying and publishing modern pages
- Working with modern lists
- Working with Documents in SharePoint Online: adding and modifying document properties
- Sharing documents
- Seeing who a document is shared with
- Synchronizing documents on your workstation
- Using the mobile app
- Search: Delve vs. SharePoint
- Encouraging the adoption of Office 365 collaboration tools

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<http://www.technologia.com/en/information-technology/microsoft-microsoft-sharepoint/sharepoint-online-and-onedrive-for-users/>

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## DATES\*

Quebec City	October 15 2019
Montreal	November 20 2019