ONE DRIVE AND SHAREPOINT
COURSE SCHEDULE

<u>One Drive</u>

1. Introduction to OneDrive

2. Using OneDrive

3. Manage, Monitor and Remediate Information

4. Share Files and Folders

5. Co-Authoring Documents

6. Sync Files with OneDrive

<u>SharePoint</u>

1. Getting Started and Undertanding Sharepoint and its features

2. Working with Web Pages, Parts & Apps

3. Uploading Files

4. Uploading Pictures

5. Open a document in a document library

6. Working with Folders

7. Working with Lists

8. Working with others

9. Searching

10. Yammer or Newsfeed posting

11. SharePoint Mobile

12. Sync Sharepoint and Onedrive

13. Customising Navigation

Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Office 365 OneDrive and Sharepoint	Using One Drive and managing, monitoring, sharing and syncing. Understanding Sharepoint and its features, inclusing Uploading, woking with folders, lists and others, working with web pages, parts and apps.	1	1100	1200	1300

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COMPUTER TRAINING