SharePoint Online Anwender (O365-SOA)

ID O365-SOA   **Price** 490.— €(excl. tax)   **Duration** 1 day

This text was automatically translated. Please click here to read the original German version.

Who should attend

End User

Course Content

Basics

- What is SharePoint Online
- Understanding authorizations
- Structure and navigation
- Elements of a website
- Search and find in SharePoint OnlineEdit your own profile
- Create and edit news

Working with libraries

- Create, edit, delete and restore files
- Upload files
- Create, modify and delete personal views
- Edit files simultaneously
- Add and edit metadata
- Versioning of files
- Checking files in and out
- Sharing and synchronizing libraries

Working with lists

- Team calendar
- Planner
- Create and edit user-defined lists
- Add more lists
- Export lists to Excel
- Set and delete notifications

SharePoint Online mobile use

- Search and install mobile apps
- Log in to the app

About Fast Lane

Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

Fast Lane Services

✓ High End Technology Training
✓ Business & Soft Skill Training
✓ Consulting Services
✓ Managed Training Services
✓ Digital Learning Solutions
✓ Content Development
✓ Remote Labs
✓ Talent Programs
✓ Event Management Services

Training Methods

✓ Classroom Training
✓ Instructor-Led Online Training
✓ FLEX Classroom – Classroom & Online Hybrid
✓ Onsite & Customized Training
✓ E-Learning
✓ Blended & Hybrid Learning
✓ Mobile Learning

Technologies & Solutions

✓ Digital Transformation
✓ Artificial Intelligence
✓ Cloud
✓ Networking
✓ Cyber Security
✓ Wireless & Mobility
✓ Modern Workplace
✓ Data Center

Worldwide Presence
with high-end training centers around the globe

Multiple Awards
from vendors such as AWS, Microsoft, Cisco, Google, NetApp, VMware

Experienced SMEs
with over 19.000 combined certifications

Germany
Fast Lane Institute for Knowledge Transfer GmbH
Tel. +49 40 25334610

info@flane.de / www.flane.de

Austria
ITLS GmbH
(Partner of Fast Lane)
Tel. +43 1 6000 8800

info@itls.at / www.itls.at

Switzerland
Fast Lane Institute for Knowledge Transfer (Switzerland) AG
Tel. +41 44 8325080

info@flane.ch / www.flane.ch