



SharePoint - Site User (Modern Experience)

Summary

Length: 8 hours Level: Foundational

Microsoft SharePoint online is a platform specifically designed to facilitate collaboration, allowing you and your team to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. Through this course, you will discover the many features of SharePoint online and improve your ability to work collaboratively by easily sharing, accessing, editing, and saving information. SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint online, and with the documents and data stored in SharePoint. Furthermore, effective use of the Modern UI and Office 365 integrations will streamline tasks and facilitate collaboration with colleagues in other Office 365 and third-party apps. This course may earn a Credly Badge.

Learning Objectives

In this course, you will effectively utilize resources on a typical SharePoint team and communication sites in the course of performing normal business tasks.

You will:

Interact with SharePoint sites.

Work with documents, content, and lists.

Share, follow, and collaborate on content.

Interact with Office 365 files via SharePoint.

Manage Office 365 apps with SharePoint.

Course Outline

1. Interacting with SharePoint Sites

Topic A: Access SharePoint Sites

Topic B: Navigate a SharePoint Site

Topic C: Access SharePoint from Your Mobile Device

2. Working with Documents, Content, and Lists

Topic A: Store, Access, and Modify Documents and Files

Topic B: Add and Populate Lists

Topic C: Configure List Views, Filters, and Grouping

3. Searching, Sharing, and Following Content

Topic A: Configure Your Delve Profile

Topic B: Share and Follow Content

Topic C: Search for Content

4. Interacting with Office 365 Files

Topic A: Synchronize SharePoint Files with OneDrive

Topic B: Save and Share Office 365 Documents

Topic C: Manage File Versions and Document Recovery

5. Managing Office 365 Apps with SharePoint

Topic A: Manage Microsoft Outlook with SharePoint

Topic B: Manage Microsoft Teams with SharePoint

Topic C: Manage Tasks with Planner and SharePoint

Audience

This course is designed for Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members within Microsoft SharePoint (using either a Microsoft SharePoint Online or a Microsoft SharePoint 2019 server).

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. You can obtain this prerequisite knowledge and skills regarding the latest version of Windows by taking one of the following courses: Using Microsoft Windows 10 Microsoft Windows 10: Transition from Windows 7