

Microsoft SharePoint Modern Experience: Site Basics

Course Summary

Description

In many professional environments, people work collaboratively in teams. Information technology and applications facilitate this by enabling people to easily share, access, edit, and save information. Microsoft SharePoint is a platform specifically designed to facilitate communication and collaboration, enabling people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. In this course, you will use SharePoint to access, store, share, and collaborate with information and documents.

Objectives

At the end of this course, students will be able to:

- Launch a SharePoint site and navigate among the pages and resources provided by the site.
- Use SharePoint lists to track and view information.
- Use document libraries to store and organize documents.
- Find, share, and archive content stored in SharePoint.
- Author documents as a member of a SharePoint team site.
- Use SharePoint workflow automation tools.

Topics

- Navigating SharePoint Sites
- Using Lists to Track Information
- Using Document Libraries to Share and Organize Documents
- Finding, Sharing, and Archiving Content
- Authoring Documents as a Team
- Automating Business Processes

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.

Prerequisites

To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows. You can obtain these skills by taking the following Logical Operations courses:

- Using Microsoft Windows 10 (Second Edition)
- Microsoft 365 Office for the Web (with Teams)

Duration

One day

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Course Outline

- I. *Navigating SharePoint Sites*
 - A. Launch SharePoint
 - B. Gain Access to a Site You Didn't Create
 - C. Navigate Within a SharePoint Site
 - D. Access SharePoint from Your Mobile Device
- II. *Using Lists to Track Information*
 - A. Add and Populate Lists
 - B. Change View Options
 - C. Create a Custom View
- III. *Using Document Libraries to Share and Organize Documents*
 - A. Store Files in a Document Library
 - B. Create and Use Document Templates
- IV. *Finding, Sharing, and Archiving Content*
 - A. Search for Items in Lists or Libraries
 - B. Share Through Links
 - C. Move Files Offline
- V. *Authoring Documents as a Team*
 - A. Work Together on Documents
 - B. Manage File Versions and Document Recovery
- VI. *Automating Business Processes*
 - A. Use Rule-Based Automation
 - B. Use Power Automate to Automate a Workflow