

Days: 1

Prerequisites: To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows.

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.

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.

Course Objectives: In this course, you will use a typical SharePoint team site to work collaboratively with other team members. You will:

- 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.

OUTLINE

LESSON 1: NAVIGATING SHAREPOINT SITES

- Topic A: Launch SharePoint
- Topic B: Gain Access to a Site You Didn't Create
- Topic C: Navigate Within a SharePoint Site
- Topic D: Access SharePoint from Your Mobile Device

LESSON 2: USING LISTS TO TRACK INFORMATION

- Topic A: Add and Populate Lists
- Topic B: Change View Options
- Topic C: Create a Custom View

LESSON 3: USING DOCUMENT LIBRARIES TO SHARE AND ORGANIZE DOCUMENTS

- Topic A: Store Files in a Document Library
- Topic B: Create and Use Document Templates

LESSON 4: FINDING, SHARING, AND ARCHIVING CONTENT

- Topic A: Search for Items in Lists or Libraries
- Topic B: Share Through Links
- Topic C: Move Files Offline

LESSON 5: AUTHORIZING DOCUMENTS AS A TEAM

- Topic A: Work Together on Documents
- Topic B: Manage File Versions and Document Recovery

SharePoint Site User

LESSON 6: AUTOMATING BUSINESS PROCESSES

- Topic A: Use Rule-Based Automation
- Topic B: Use Power Automate to Automate a Workflow