

Course Description: This course is designed for users transitioning to a SharePoint environment who need to access information from and collaborate with team members within Microsoft SharePoint using Microsoft SharePoint 365 Online. You will learn to utilize resources and interact within SharePoint sites, work with documents, content, and lists, as well as share, follow, and collaborate on content and files.

Module 1: Getting Started with SharePoint

- What is SharePoint?
- SharePoint Terminology
- Accessing SharePoint Sites
- Navigating the SharePoint Interface
- Finding SharePoint Content

Module 2: Creating SharePoint Sites

- Creating a SharePoint Site
- Hub Sites
- Subsites
- Customizing & Modifying Sites
- Customizing Site Navigation

Module 3: SharePoint Pages

- Working with SharePoint Pages
- Editing and Customizing the Page Title Area
- Adding or Removing Page Sections
- Web Parts
- Changing Page Details
- Page Versions

Module 4: SharePoint Lists

- Getting Started with Lists
- Contributing to Existing SharePoint Lists
- Creating Lists
- Editing Lists & List Columns

Module 5: SharePoint Document Libraries

- Understanding Document Libraries
- Creating a Document Library
- Metadata
- Document IDs
- Managing Library Settings
- Creating Alerts
- Restoring Libraries
- Uploading Files to the Library
- Locking Documents
- Creating List or Library Views

Module 6: Working with Files

- Synchronizing SharePoint Files with OneDrive
- Editing Library Files
- Saving Files
- Deleting Files
- Sharing Files
- Versioning & Document Recovery

Module 7: Searching, Sharing, and Following Content

- Posting Content
- Sharing and Following Content
- Searching for Content
- Targeting Specific Audiences