



Course Outline

Microsoft 365: SharePoint Online Site User

Days: 1

Prerequisites:

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows, and any or all of the Microsoft Office suite components, plus basic competence with Internet browsing.

Overview:

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® is a platform specifically designed to facilitate collaboration, allowing 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 learn about and use SharePoint to access, store, share, and collaborate with information and documents.

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, 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.

Course Objectives:

In this course, you will be able to use resources on a typical SharePoint Team Site 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 Content:

Unit 1: Interacting with SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites

Unit 2: Working with Documents, Content, and Lists

- Store, Access, and Modify Documents and Files
- Add and Populate Lists
- Configure List Views, Filters, and Grouping

Unit 3: Searching, Sharing, and Following Content

- Searching Sites and Libraries
- Share and Follow Content

Unit 4: Interacting with Microsoft 365 Files

- Synchronize SharePoint files with OneDrive Sync.
- Save and Share M365 Documents
- Manage File Versions and Document Recovery

Unit 5: Manage Microsoft 365 Apps with SharePoint

- Manage Microsoft Outlook with SharePoint
- Manage Microsoft Team with SharePoint
- Manage Tasks with Planner and SharePoint