

SharePoint - Site User (Modern Experience)

Course 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.

Who Should Attend

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).

Course 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

This is a 1-day class

Upcoming Dates

Date	Time	Where
12/15/2020	9:00AM - 5:00PM	Online LIVE
01/25/2021	9:00AM - 5:00PM	Online LIVE
02/26/2021	9:00AM - 5:00PM	Online LIVE
04/05/2021	9:00AM - 5:00PM	Online LIVE
05/17/2021	9:00AM - 5:00PM	Online LIVE
06/24/2021	9:00AM - 5:00PM	Online LIVE

[View All Course Dates & Register Today](#)



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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