



# Microsoft SharePoint

## Online Version with Office 365

### Level 1: Site User

1 Day Course  
Training at Your Office

## COURSE DESCRIPTION

In this course, you will learn about and use a SharePoint Team Site to access, store, and share 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.

## COURSE TOPICS

### Overview

- What is SharePoint?
- SharePoint Online vs On-Premises
- SharePoint Site Types
- Public vs Private Access
- Membership Types
- Access Rights
- Office 365 Groups
- Modern vs. Classic Experience
- Office 365
  - Navigating Apps
  - Your Account
  - Word Online vs Desktop
  - Excel Online vs Desktop
  - PowerPoint Online vs Desktop
  - Outlook Online vs Desktop
  - OneDrive vs Team Sites

### Navigating Sites

- Using a SharePoint Site
- The Search Box
- Using Refresh
- Using a Site for the First Time
- Open/Close a Site
- Follow a Site
- Site Navigation Using Quick Launch
- The Home Page
- Group Membership & Site Permissions

### Using Team Sites Components

- Adding News
- Adding New Links
- Using Conversations
- The OneNote Notebook
- Using Pages
- Site Contents
- The Recycle Bin
- Editing Quick Launch
- Using Subsites

### Lists

- Using Lists
  - Tasks
  - Contacts
  - Announcements
  - Calendar
- List Settings
- Using Modern and Classic Views
- Adding List Items
- Editing/Deleting List Items

### Libraries

- Using the Default Documents Library
- The Menu Bar
- Creating and Using Folders
- Selecting Documents
- Uploading Documents
- Creating New Documents
- Deleting Documents
- Editing Documents
  - Using Live Co-authoring
  - Using Document Check-out
- Previewing Documents
- Using Versioning
- Adding Columns, Sorting and Filtering
- Creating Basic Views
- Creating Alerts
- Granting Access
- Sharing
- What is Document Approval
- A Quick look at Creating a Document Library



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