



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® SharePoint® Modern Experience: Site User

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

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, participants will learn about and use SharePoint to access, store, share, and collaborate with information and documents.

NOTE: The skills covered in this course are appropriate both for Site Users who work in environments with SharePoint Online servers and for those using on-premise SharePoint servers in Modern Experience mode.

Target Audience

This course is intended 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 the Online or 2019 server version).

Prerequisites

To attend this course, candidates must have:

- Basic end-user skills with a current version of Microsoft Windows for the desktop and any current version of Microsoft Office desktop software, plus basic competence with Internet browsing.



Course Objectives

Upon successful completion of this course, attendees will be able to:

- Effectively utilize resources on a typical SharePoint team and communication sites while performing normal business tasks.
- 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 Topics

Module 1: Interacting with SharePoint Sites

- Access SharePoint Sites
- Navigate a SharePoint Site
- Access SharePoint from Your Mobile Device

Module 2: Working with Documents, Content, and Lists

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

Module 3: Searching, Sharing, and Following Content

- Configure Your Delve Profile
- Share and Follow Content
- Search for Content

Module 4: Interacting with Office 365 Files

- Synchronize SharePoint Files with OneDrive
- Save and Share Office 365 Documents
- Manage File Versions and Document Recovery

Module 5: Managing Office 365 Apps with SharePoint

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

ACTIVITIES INCLUDED