



SharePoint - Site Basics (Modern Experience)

Course SHPT-1 One day Instructor-led

Introduction

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

Audience Profile

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.

At Course Completion

After completing this course, students will be able to:

- Launch a SharePoint site and navigate among the pages and resources provided by the site.
- Use SharePoint lists to track and view information.
- Use document libraries to store and organize documents.
- Find, share, and archive content stored in SharePoint.
- Author documents as a member of a SharePoint team site.
- Use SharePoint workflow automation tools

Prerequisites

To ensure your success in this course, you should have basic end-user skills with the current version of Microsoft Windows

Student Materials

Each student receives a copy of the material presented by the instructor.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Outline

Module 1: Navigating SharePoint Sites

- Launch SharePoint
- Gain Access to a Site You Didn't Create
- Navigate Within a SharePoint Site
- Access SharePoint from Your Mobile Device

Module 2: Using Lists to Track Information

- Add and Populate Lists
- Change View Options
- Create a Custom View

Module 3: Using Document Libraries to Share and Organize Documents

- Store Files in a Document Library
- Create and Use Document Templates

Module 4: Finding, Sharing, and Archiving Content

- Search for Items in Lists or Libraries
- Share Through Links
- Move Files Offline

Module 5: Authoring Documents as a Team

- Work Together on Documents
- Manage File Versions and Document Recovery

Module 6: Automating Business Processes

- Use Rule-Based Automation
- Use Power Automate to Automate a Workflow