Microsoft SharePoint Modern Experience: Site User

Course Content

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, 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.

At Course Completion:

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.

Target Student:

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).

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Course ID #: 7000-013-ZZ-Z

Hours: 7

Prerequisites:

To ensure your success in this course, you should 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.

You can obtain this prerequisite knowledge and skills regarding the latest version of Windows by taking one of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Topics:

Lesson 1: Interacting with SharePoint Sites

Topic A: Access SharePoint Sites

Topic B: Navigate a SharePoint Site

Topic C: Access SharePoint from Your Mobile Device

Lesson 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

Lesson 3: Searching, Sharing, and Following Content

Topic A: Configure Your Delve Profile

Topic B: Share and Follow Content

Topic C: Search for Content

Lesson 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

Lesson 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