

SharePoint Online End User - Intermediate

Modality: On Demand

Duration: 2 Hours

About this Course:

SharePoint is a web-based platform designed to facilitate more effective communication and collaboration on projects, within teams, and through standard day-to-day operations.

Course Objectives:

- Get started with the tools and knowledge needed to start using and working within the SharePoint environment. This course is designed from the ground up to introduce students to standard navigation and practices. Students will learn to engage with and contribute to files, projects, and other collaborative resources that are fundamental to the SharePoint experience.

Audience:

- This course was designed for teams and organizations currently using or planning on implementing SharePoint Online. Its for users looking for an entry point to foundational SharePoint concepts.

Course Outline:

- Using Information in Lists
- Defining Lists and Types of Lists
- Managing List Information
- Adding Items to a List
- Editing Items in a List
- Deleting Items in a List
- Restoring Deleted List Items
- Content Management in a List
- Content Approval
- The New Modern List Interface and Version History
- Creating Views in the Classic View Interface
- Creating Views in the Modern List Interface
- Defining a Library and Types of Libraries
- Types of Libraries
- Managing Document Libraries
- Uploading Files to a Library
- Creating New Files in a Library
- Editing Files in SharePoint
- Introduction to File Metadata
- Version History in Libraries

- Check In and Check Out
- Folders
- Custom View to Show All Files Without Folders