



SharePoint User

Duration : 1 day

Course Overview

This course is designed to familiarise the SharePoint Site user with the basics of its operation. In addition, creation of simple Views and Office integration are covered

Course Content

Introducing SharePoint Features

Sites, Libraries, Lists, Users and Pages
New menu

Connecting to SharePoint site in Browser

SharePoint screen layout and Links

Searching in SharePoint

Search results and refinements

Document Management

Uploading one or more documents into Libraries
Creating Folders and Inviting others into Folder
Viewing and editing documents
Editing Document Properties in the Metadata Panel
Checking Documents out and in
Version control
Sorting and filtering documents
Copying and downloading documents
Deleting and recycling documents
Sharing documents with durable links

Office Integration

Adding libraries as locations
Syncing Libraries and Folders
Document features and properties in Office
Integrating Outlook with SharePoint

Lists

List features – Columns, Attachments
Custom Lists – Column types and properties
Importing Spreadsheets as Custom Lists

Collaboration

Sharing Documents, List Items and Pages
Following documents and sites
Creating Alerts for Documents and Libraries

Optional – One Drive for Business/Teams

Accessing OneDrive for Business from SharePoint
OneDrive Features
SharePoint and Teams – how they work together

