



Microsoft® SharePoint® Modern Experience: Site User

Course Description: 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 User Interface and Office 365™ integrations will streamline tasks, and facilitate collaboration with colleagues in other Office 365 and third-party apps.

Duration: Virtual instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 8 hours (1 day)

Course Objectives: In this course, you will effectively utilize resources on typical SharePoint team and communication sites in the course of performing normal business tasks. Students 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).

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.

Course Outline	
INTERACTIING WITH SHAREPOINT TEAM SITES <ul style="list-style-type: none">• Access SharePoint Sites• Navigate a SharePoint Site• Access SharePoint from Your Mobile Device	INTERACTING WITH OFFICE 365 FILES <ul style="list-style-type: none">• Synchronize SharePoint Files with OneDrive• Save and Share Office 365 Documents• Manage File Versions and Document Recovery
WORKING WITH DOCUMENTS, CONTENT, & LIBRARIES <ul style="list-style-type: none">• Store, Access, and Modify Documents and Files• Add and Populate Lists• Configure List Views, Filters, and Grouping	MANAGING OFFICE 365 APPS WITH SHAREPOINT <ul style="list-style-type: none">• Manage Microsoft Outlook with SharePoint• Manage Microsoft Teams with SharePoint• Manage Tasks with Planner and SharePoint
SEARCHING, SHARING AND FOLLOWING CONTENT <ul style="list-style-type: none">• Configure Your Delve Profile• Share and Follow Content• Search for Content	