# SharePoint Online
## *Site Basics*

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| Course Length: | 1 Day |
| Course Format: | Instructor–Led |
| Course Hours: | 9:00 a.m. – 5:00 p.m. |

If seeking **CPE Credit Hours**, completion of this course earns:
**8 CPE Credit Hours**

## Course Description

**Course Overview:** 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.

**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.

**Prerequisites:** To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows. You can obtain these skills by taking the following CompuTrain courses:
- Using Microsoft® Windows® 10
- Microsoft® 365 Office for the Web (with Teams®)

## Course Objectives

In this course, you will use a typical SharePoint team site to work collaboratively with other team members. You will:
- 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.

## Course Content (continued on next page)

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## Course Content (continued from previous page)

### Lesson 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

### Lesson 2: Using Lists to Track Information
- Add and Populate Lists
- Change View Options
- Create a Custom View

### Lesson 3: Using Document Libraries to Share and Organize Documents
- Store Files in a Document Library
- Create and Use Document Templates

### Lesson 4: Finding, Sharing, and Archiving Content
- Search for Items in Lists or Libraries
- Share Through Links
- Move Files Offline

### Lesson 5: Authoring Documents as a Team
- Work Together on Documents
- Manage File Versions and Document Recovery

### Lesson 6: Automating Business Processes
- Use Rule-Based Automation
- Use Power Automate to Automate a Workflow