SHAREPOINT "STORE AND SHARE DOCUMENTS IN SHAREPOINT"

FORMATION CAD

Duration: 1 half-day (3h)
Prerequisite:
-Web browser
-Office
Course material: provided
Pedagogical means:
- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:
- Create, store, and organize documents on SP
- Securely share documents
-Work offline on your documents
- Set up alerts
- Restore previous versions of documents

PROGRAM

General introduction

- General introduction to SharePoint
- Positioning OneDrive Vs SharePoint Online
- Navigating SharePoint
- Access SharePoint document libraries

The document library
- Know how to create, store, and organize documents in a SharePoint library
- Know how to share folders and documents in a secure way
- The different types of links and sharing options
- Leveraging concurrent co-editing
- Access version history and restore previous versions
- Set up alerts on documents
- Efficiently sort and filter your documents
- Fill in metadata (properties)
- Create custom views
- Restore a deleted document
- Sync your SharePoint library
- Synchronization options
- Work offline on your documents