

Duration: 2 half-days (6 hours)

Prerequisite:

- Web browser
- Office

Course material: provided

Pedagogical means:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Know how to navigate SharePoint
- Create, store, organize, and share documents
- Contribute to lists
- View and publish news or events on a SharePoint site
- Use web parts
- Access your SharePoint documents and publications from the mobile app

PROGRAM

Part 01

General Introduction

- General introduction to SharePoint
- Positioning OneDrive Vs SharePoint Online
- Team site vs communication site
- The content of a SharePoint site

- Efficiently sort and filter your documents
- Fill in metadata (properties)
- Create custom views
- Extract a document
- Restore a deleted document

Navigating SharePoint

- The SharePoint home page
- Favorites
- The search bar
- The quick launch menu and navigation bar
- The content menu of the site
- The page library

Part 02

Document Libraries

- Sync your SharePoint libraries and Teams teams
- Synchronization options
- Work offline on your documents

Document Libraries

- 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

Lists

- Introduction
- Fill in metadata (properties)
- Create a custom display

WebParts pages and components

- Reminder on the concept of pages
- Explore available web parts
- Know how to find, share and publish news or events on a SharePoint site
- Personalize your publication using web parts



Focus on the SharePoint mobile app and OneDrive

- Access and share your SharePoint and OneDrive documents from 1 single app
- Scan and add documents from the phone

Overall Conclusion

