# П **SHAREPOINT** "USERS & CONTRIBUTORS



**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
- 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

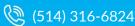
# Lists

- 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







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# 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** 



