

# SHAREPOINT MODERN EXPERIENCE FOR SITE BASICS

1 DAY

## COURSE CONTENT

### NAVIGATING SHAREPOINT SITES

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- Difference between a teams site, OneDrive and SharePoint Site

### WORKING WITH DOCUMENTS IN SHAREPOINT

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- Document library
- Folders in library
- Document library top menu
- Creating files in a document library
- Document library item menu
- Adding documents to a library
- Pinning a document
- Document filtering
- Document details
- Configure views, filters and grouping in libraries
- Creating a public vs personal view
- Creating columns in libraries

### FINDING, SHARING AND ARCHIVING CONTENT

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- Following a SharePoint Site
- Search for items in lists or libraries
- Create Alerts
- Sharing files in libraries
- Sharing a library

### COLLABORTING WITH OTHERS

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- Tagging documents, adding comments, using @Mentions with working together on documents
- Managing file versions and document recovery
- Working with documents in the web apps best practices
  - Files with macros
  - Design elements missing from the online view
  - Saving documents to SharePoint
    - Working with documents in the desktop app

## SHAREPOINT PAGES

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- Creating and planning pages
- Translating your page