

Microsoft® SharePoint® Modern Experience: Site User

Course Specifications

Course Number:

091095

Course Length:

1 day

Course Description

Overview:

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® is a platform specifically designed to facilitate collaboration, allowing 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 learn about and use SharePoint to access, store, share, and collaborate with information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of the Modern UI and Office 365™ integrations will streamline tasks, and facilitate collaboration with colleagues in other Office 365 and third-party apps.

Note: The skills covered in this course are appropriate both for Site Users who work in environments with SharePoint Online servers and for those using on-premise SharePoint servers in Modern Experience mode. This course covers the comprehensive suite of SharePoint online features and functions, which may go beyond what is available if the production

environment is limited to SharePoint 2019 servers. How the environment is customized and configured will also affect how production sites compare to the sample sites shown in class.

Course Objectives:

In this course, you will effectively utilize resources on a typical SharePoint team and communication sites in the course of performing normal business tasks.

You will:

- Interact with SharePoint sites.
- Work with documents, content, and lists.
- Share, follow, and collaborate on content.
- Interact with Office 365 files via SharePoint.
- Manage Office 365 apps with SharePoint.

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 (using either a Microsoft SharePoint Online or a Microsoft SharePoint 2019 server).

Prerequisites:

To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows for the desktop and any current version of Microsoft Office desktop software, plus basic competence with Internet browsing.

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor with SSE2 instruction set.
- 1 gigabyte (GB) of Random Access Memory (RAM) for 32-bit or 2 GB of RAM for 64-bit.
- 20 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Microphone with speakers, or a headset with microphone.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

- Microsoft® Windows® 10
- Microsoft® Office 365™ licenses (Office 365 Business Premium recommended) Note: The Office 365 plan you use depends on the licensing available in your environment. If you wish to use a trial version for testing, Office 365 Business Premium or Office 365 Enterprise E3 are acceptable, as they include the apps that are required for this course.
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Interacting with SharePoint Sites

Topic A: Access SharePoint Sites

Topic B: Navigate a SharePoint Site

Topic C: Access SharePoint from Your Mobile Device

Lesson 2: Working with Documents, Content, and Lists

Topic A: Store, Access, and Modify Documents and Files

Topic B: Add and Populate Lists

Topic C: Configure List Views, Filters, and Grouping

Lesson 3: Searching, Sharing, and Following Content

Topic A: Configure Your Delve Profile

Topic B: Share and Follow Content

Topic C: Search for Content

Lesson 4: Interacting with Office 365 Files

Topic A: Synchronize SharePoint Files with OneDrive

Topic B: Save and Share Office 365 Documents

Topic C: Manage File Versions and Document Recovery

Lesson 5: Managing Office 365 Apps with SharePoint

Topic A: Manage Microsoft Outlook with SharePoint

Topic B: Manage Microsoft Teams with SharePoint

Topic C: Manage Tasks with Planner and SharePoint