SharePoint and OneDrive for end user

*This course provides a foundational understanding of **SharePoint 365** and **OneDrive** for business users, focusing on managing sites, lists, libraries, and content. Through hands-on labs, learners will gain practical skills in navigating SharePoint team sites, creating and managing lists and libraries, and effectively organizing and sharing content with OneDrive. By the end of this course, participants will be able to confidently use SharePoint and OneDrive to enhance team collaboration, streamline document management, and ensure secure content sharing within their organization.*

Required Prerequisites

- Basic familiarity with Microsoft 365.
- General knowledge of web-based applications.
- No prior experience with SharePoint or OneDrive is required, but familiarity with file management systems will be beneficial.

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- Team Sites vs. Communication Sites
- Uploading, Organizing, and Managing Documents in SharePoint Libraries
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- Co-authoring Documents in Word, Excel, and PowerPoint
- Using OneDrive and SharePoint within Microsoft Teams