

# Microsoft SharePoint Modern Experience: Site Basics

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

## Course Objectives:

- In this course, you will use a typical SharePoint team site to work collaboratively with other team members. You will:
- Launch a SharePoint site and navigate among the pages and resources provided by the site.
- Use SharePoint lists to track and view information.
- Use document libraries to store and organize documents.
- Find, share, and archive content stored in SharePoint.
- Author documents as a member of a SharePoint team site.
- Use SharePoint workflow automation tools.

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### Module 1 - Navigating SharePoint Sites

- Launch SharePoint.
- Gain Access to a Site You Didn't Create.
- Navigate Within a SharePoint Site.
- Access SharePoint from Your Mobile Device.

### Module 2 - Using Lists to Track Information

- Add and Populate Lists
- Change View Options
- Create a Custom View

### Module 3 - Using Document Libraries to Share and Organize Documents

- Store Files in a Document Library.
- Create and Use Document Templates.

#### **Module 4 -Finding, Sharing, and Archiving Content**

- Search for Items in Lists or Libraries.
- Share Through Links.
- Move Files Offline.

#### **Module 5 - Authoring Documents as a Team**

- Work Together on Documents.
- Manage File Versions and Document Recovery.

#### **Module 6 - Automating Business Processes**

- Use Rule-Based Automation.
- Use Power Automate to Automate a Workflow.