# SHAREPOINT MODERN EXPERIENCE FOR SITE BASICS

## 1 DAY

### COURSE CONTENT

### NAVIGATING SHAREPOINT SITES

- Difference between a teams site, OneDrive and SharePoint Site

### WORKING WITH DOCUMENTS IN SHAREPOINT

- 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

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

### COLLABORTING WITH OTHERS

- 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
    - o   Files with macros
    - o   Design elements missing from the online view
    - o   Saving documents to SharePoint
        - ▪   Working with documents in the desktop app

### SHAREPOINT PAGES

- Creating and planning pages

- Translating your page