

E-LEARNING - SHAREPOINT ONLINE 365

PRODUCT INFORMATION

SharePoint is a web storage location that can be used to share information and documents. This allows all of the company's employees or the members of a project group to access documents, lists and other content provided simultaneously and from anywhere via SharePoint sites. SharePoint can be used to create communication sites and team sites. Communication sites are ideal for providing information. Team sites are used for collaboration in projects and teams.



Parameters

Version	21-2
Duration	approx. 3:40 h
Release	05 July 2021

Table of Contents

Getting started with SharePoint

Accessing SharePoint

Syncing files

Creating and editing a SharePoint site

Working with documents and lists

Finding content

Uploading and downloading documents

Creating and editing documents and folders

Version management

Recycle bin

Working with lists

Structuring content

Editing metadata

Collaboration

Working together and simultaneously

Checking out and checking in

Following and alerts

Sharing
