# SharePoint - Site User (Modern Experience)

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course 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.

## About This Course

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.

## Who Should Attend

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 & Entry Requirements

**General Prerequisites:**

- Using Microsoft Windows 10

## Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

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.

## Detailed Course Outline

### 1 - INTERACTING WITH SHAREPOINT SITES

- Topic A: Access SharePoint Sites
- Topic B: Navigate a SharePoint Site
- Topic C: Access SharePoint from Your Mobile Device

### 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

### 3 - SEARCHING, SHARING, AND FOLLOWING CONTENT

- Topic A: Configure Your Delve Profile
- Topic B: Share and Follow Content
- Topic C: Search for Content

### 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

### 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

# Frequently Asked Questions

### Q: What delivery options are available for SharePoint - Site User (Modern Experience)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day SharePoint - Site User (Modern Experience) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the SharePoint - Site User (Modern Experience) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for SharePoint - Site User (Modern Experience)?

Yes, we provide corporate training, dedicated training, and closed classes for SharePoint - Site User (Modern Experience). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for SharePoint - Site User (Modern Experience)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your SharePoint - Site User (Modern Experience) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


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