

SharePoint Modern Experience Site Basics : SharePoint Modern Experience Site Basics

SharePoint facilitates 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. Prerequisite Windows proficiency and familiarity with Microsoft 365.

Course Outcomes

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

- 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.