Self Video Document

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# Abstract

The main aim of the self video is to demonstrate training lesson topic on Document library. The presentation will cover one of the most important features of document library called Version history its creation and its use ,the basic synopsis on Document Library.

# Introduction

Document library is a place where an individual in an organization can store document securely and can be accessed by all the employees in the organization. Version history is something which keeps tracks of the previous documents i.e. in simple words a restoration point is created whenever a document is created and can be retrieved whenever we do accidental changes to documents and when you want to have a look at previous documents which in turn saves the space.

# Conclusion

Overall, from this self video we can have clear idea about the document library and the version history in the document Library.

# Overall Summary

On the whole , the topic that will be covered during this self video are

1. Synopsis on document Library
2. Version History definition.
3. Creation and Benefits of Document Library.