

# SharePoint



IT Department

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# SharePoint



Course Management

## ✓ Course Description

SharePoint

## ✓ Content

### ✓ SharePoint Online Quick Start ⓘ

Build and customize intranet sites, collaborate with others, manage your daily routine with workflows, and store your information

- ✓ Sign in
- ✓ Discover
- ✓ Collaborate
- ✓ Create a site
- ✓ Set up your mobile apps
- ✓ Confirmation

Completed

100%

 100% Review

## ▼ Intro to SharePoint Online ⓘ

Learn and follow sites, and stay connected on mobile

- ✓ What is SharePoint?
- ✓ Find and follow sites and news
- ✓ Stay connected on mobile
- ✓ Confirmation

Completed

 100% Review

## ▼ Create sites, posts, and lists ⓘ

Create a team site to stay connected and communicate, update lists, add or remove a news post, and add web parts

- ✓ Explore your team site
- ✓ Use, filter, and update a list
- ✓ Add or remove a news post
- ✓ Create a page
- ✓ Create a SharePoint Team or Communication site
- ✓ Confirmation

Completed

 100% Review

## ▼ Share and sync with SharePoint ⓘ

Create, share, and SharePoint files

- ✔ Create and share files in a library
- ✔ Sync SharePoint files and folders
- ✔ Restore a shared library
- ✔ Sync files with Files On-Demand
- ✔ Confirmation

Completed



 Review

# Information

★★★★★ 1 ratings

 e-Learning

 Products

 SharePoint

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Play course

Retake course

✔ Enrolled

# Learning Progress



Completed

You were enrolled on July 21, 2021.You completed the training on November 18, 2021.  
Congratulations!

Certificates



Valid  
Acquired: 11/18/2021  
Valid until: —