

**SharePoint Management: Files and Information**

**Course Number:** SHPT-496  
**Duration:** 0.5 days

**Overview**

This online Managing SharePoint Files and Information training course teaches attendees how to leverage file storage, data management, and automation for effective file management and collaboration in Microsoft SharePoint.

**Prerequisites**

No prior experience is presumed.

**Materials**

All SharePoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including SharePoint
* Please also provide a login account for Accelebrate’s instructor to access your Microsoft 365 environment (including your SharePoint Online).
* If the desktop versions of OneDrive and Teams cannot be installed, we could have students use these tools via the Office.com portal during the training.

**Objectives**

* Use lists and libraries
* Understand site navigation
* Navigate to pages and use web parts
* Sync files with SharePoint desktop

**Outline**

* Introduction to File and Information Management
  + Course Introduction
  + Understanding SharePoint, Teams, and OneDrive
  + Understanding Lists, Libraries, and Sites
* Working with Document Libraries
  + Creating and Uploading Documents
  + Editing and Deleting Documents
  + Coauthoring and Version Control
  + Recycle Bin
  + Check-in and Check-out
  + File Sync and Desktop Apps
* Using SharePoint Lists
  + New Microsoft 365 Lists
  + Converting Spreadsheets to Lists
  + Adding and Editing Records in Lists
  + Understanding Metadata
  + Creating and Using Views
* SharePoint Navigation and User Experience
  + Working with the Quick Launch Bar
  + Working with the Site Home Page
  + Web Parts and Additional Site Pages
* Conclusion