



SharePoint Online for General Users

Course Duration: 3 hrs

Training Contents:

1 SharePoint Online Overview

- What is SharePoint Site
- How to create a SharePoint Site
- SharePoint Site Navigation

2 Document Library

- Document Library Overview
- Upload / Create files in document library
- Share a document / folder to other users
- Version History
- Check Out / Check In

3 Co-Authoring

- Co-authoring using Office Online
- Co-authoring using Office desktop app

4 Shared Library

- Shared Library Overview
- Create Shared Library in OneDrive
- Add member to Shared Library
- Add Shortcut to OneDrive