

# A Beginner's Guide to Microsoft SharePoint

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

23

**Pre-requisites**

No prior experience needed

**Video duration**

58m

**Estimated study time**

58m 9s

**Instructor**

Nikkia Carter

## Introduction

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- 1** Introduction to SharePoint  
SharePoint is a handy skill to have in today's workforce.

## What is SharePoint?

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- 2** Background on SharePoint  
Before diving into SharePoint, it's important to understand what SharePoint is and what features it includes.
- 3** SharePoint components  
Feeling comfortable in any new collaborative tool takes being able to identify essential functions.
- 4** Getting around  
Navigating in SharePoint can be confusing.
- 5** About browsers  
Not all browsers are created the same and this difference can affect how SharePoint looks.

## Working with Lists

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- 6** About list  
Lists are one of the main constructs in SharePoint that you will use often.
- 7** Creating list items  
Lists are a great tool for keeping you and your team on track. After this lesson, you will be able to add items to your lists.

# 8

## Modifying list items

Adjustments are a part of life and a handy skill for collaborative work.

# Working with Libraries

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## Libraries vs lists

There is another important construct in SharePoint that you will use often which is called libraries.

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## Uploading documents

Uploading documents is a key functionality of SharePoint libraries.

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## Working with documents

The potential for collaboration is one of the most attractive features of SharePoint.

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## Check in/out

Protect the document you're working on by taking advantage of a helpful SharePoint feature.

# 13

## Version history

SharePoint helps you limit the number of similar documents on your collaborative site.

# 14

## Moving/copying documents

The more your team works on and develops their workflow, you'll find the need to adjust where files are.

# 15

## Sharing files

When collaborating, you'll need to be able to share documents securely.

# More on SharePoint

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# 16

## Finding Content

It's easy to get overwhelmed with the number of lists, libraries, pages, sites, documents, and files in a SharePoint environment, luckily it has a powerful search engine built in.

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## Quick edit mode

You can enter data into your SharePoint lists just like you do in a spreadsheet!

## 18 Working with views

What works for your teammate may not be the best option for your workflow.

## 19 Creating a personalized view

In SharePoint, each user can have the data presented in a way that best suits them.

## 20 Customizing your settings

In SharePoint, there are a few personal settings you can configure. After this lesson, you will be able to identify those settings and customize them.

## 21 Navigating the recycle bin

Did you know you can restore deleted documents and list items in SharePoint (within a certain timeframe)?

## 22 Requesting access

There may be times where you won't be able to access a SharePoint site or file. No worries! After this lesson, you'll be able to request access.

# Conclusion

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## 23 Welcome to collaboration

Thank you for watching this course!

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