

## Course Objectives

- ➔ Creating Sites
- ➔ Uploading files
- ➔ Moving files
- ➔ Renaming files
- ➔ Creating new files
- ➔ Working with online office applications
- ➔ Simultaneous collaboration
- ➔ Checking documents out
- ➔ Versioning
- ➔ Sharing files
- ➔ Locating files
- ➔ Delve
- ➔ One Drive
- ➔ File synchronisation

## Explanation / Example

- The user will understand how to create a site and what the main considerations should be
- How to upload files to SharePoint
- How to move files from one site or folder to another
- How to give a file a different name
- Creating new Office Documents using SharePoint
- Using Word Online and Excel Online
- Working on the same document at the same time as other users
- The process of checking a document out of the system to work on it, then checking it back in
- Issues surrounding the automatic version numbers applied to documents
- How to share files with colleagues and external users
- How to find files within SharePoint
- Using Delve to locate files
- A guide to using OneDrive, the place for personal files
- How to synchronise files across multiple devices