

# SharePoint training

## SharePoint introduction

- Difference between OneDrive and SharePoint
- Main functions of SharePoint
- What is site?
- What is site collection?
- What are hub-sites?
- Communication site and Team site, what is the difference?

## Document Libraries

- What is Document library?
- How to create Document library?
- Document architecture best practises
- Picture library functions

## Uploading documents and sync client

- How to manage documents
- Co-authoring
- File versions
- File explorer view and document statuses
- Document sharing possibilities and rules

## Metadata

- How to create fields?
- Metadata use-cases
- Filtering and view options

## Calendars

- SharePoint calendar and events

## Custom lists

- Main purpose of the list and use-cases

## Search

- Main rules of the search

## SharePoint intranet

- Webpart logic and how to maintain site
- Site vs page, what is the difference?

## SharePoint limitations

- Document and list limitations

## Recycle bin

- Different levels of recycle bin
- How long is data stored?
- How to restore data?

## SharePoint admin centre

- Active sites
- User rights levels and admin rights

## User Access Logic

## Translation possibilities