

## PRODUCT INFORMATION

# WBT SHAREPOINT ONLINE

SharePoint is the central point of contact for project groups, allowing members to collaborate productively. On their shared website, members have simultaneous access to documents, lists and other content of the group, wherever they are. The pages of the site can be customized to provide members with relevant information, such as text, tasks or the calendar. Access to content and files can be controlled via permissions.



## Parameters

<b>Version*</b>	3.5
<b>Duration**</b>	Ca. 2:58 h
<b>Language</b>	German, English (full version) Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid)
<b>Release</b>	1 July 2019

\* For new features, see the version history in the feature list

\*\* Learning duration measured by the currently highest product version

# Table of Contents

## Getting started with SharePoint

---

Accessing SharePoint

---

Syncing files

---

Creating and editing a SharePoint site

---

## Working with documents and lists

---

Finding content

---

Uploading and downloading documents

---

Creating and editing documents and folders

---

Version management

---

Recycle bin

---

Working with lists

---

Structuring content

---

Editing metadata

---

## Collaboration

---

Working together and simultaneously

---

Checking out and checking in

---

Following and alerts

---

Sharing

---