

Quick Glossary of SharePoint Terms:

- **Site:** A SharePoint site is a web-based collaborative platform within SharePoint used to store, organize, share, and access information. It serves as a central hub for teams to collaborate on documents, lists, and other content. Examples include team sites, communication sites, and hub sites.
- **Folder:** A folder in SharePoint is a container within a document library or list used to organize and group related files or items. Folders help structure content for easier navigation and management.
- **File:** A file in SharePoint refers to any document or item stored within a document library, such as Word documents, Excel spreadsheets, PDFs, or images. Files can be created, uploaded, edited, and shared within SharePoint.
- **Document Library:** A specialized list in SharePoint designed to store, manage, and share files. It supports features like version control, metadata, and permissions to control access to documents.
- **List:** A SharePoint list is a collection of data organized in rows and columns, similar to a spreadsheet. Lists are used to manage information such as tasks, contacts, or custom data, with customizable fields and views.