Microsoft SharePoint Foundation 2016: Site User

Overview: This course is designed for existing Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment and need to access information and collaborate with team members on a Microsoft SharePoint team site.

Prerequisites: Students should have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2013, or 2016 suite components, plus basic competence with Internet browsing.

Course Length: One Day

Course Content

Lesson 1: Interacting with SharePoint Team Sites
Access SharePoint Sites
Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries
Upload Documents
Search for Documents and Content

Lesson 3: Interacting in SharePoint
Update and Share Your Profile
Follow and Share Content

Lesson 4: Working with Lists
Add and Modify List Items
Configure List Views
Filter and Group Data with List Views

Lesson 5: Integrating with Microsoft Office
Access and Save Microsoft Office Documents with SharePoint
Manage Document Versions
Work with SharePoint Data from Outlook