



Microsoft SharePoint Foundation 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 10 and any or all the Microsoft Office 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