



Microsoft SharePoint 2016: Site User

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently & effectively. In this course, students will learn how to use a SharePoint Team Site to access, store, and share information & documents.

Length Days: 1 | Length Hours: 8

Prerequisites

- Using Microsoft Windows 8.1
- Using Microsoft Windows 10

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 8 or later, and any or all of the Microsoft Office 2013 or 2016 suite components, plus basic competence with Internet browsing.

Target Audience

This course is designed for Microsoft® Windows® and Microsoft® Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

Course Objectives

In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks. You will:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

Course Outline

1 - Interacting with SharePoint Team Sites

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

2 - Working with Documents, Content, & Libraries

- Topic A: Upload Documents
- Topic B: Search for Documents and Content

3 - Interacting in SharePoint

- Topic A: Update and Share Your Profile
- Topic B: Follow and Share Content

4 - Working with Lists

- Topic A: Add and Modify List Items
- Topic B: Configure List Views
- Topic C: Filter and Group Data with List Views

5 - Integrating with Microsoft Office

- Topic A: Access and Save Microsoft Office Documents with SharePoint
- Topic B: Manage Document Versions
- Topic C: Work with SharePoint Data from Outlook