
Microsoft SharePoint Foundation 2013: Site User

Course Content

In this 1-day course, students will learn about and how to use a SharePoint Team Site. They will be able to access, store, share information and documents, and work collaboratively.

SharePoint is a platform that is designed to facilitate collaboration, allowing an organization to share information and work effectively.

The goal of this course is to empower site users to access and navigate the content within a team site. We'll go over document

libraries and how to add, upload, modify, search for, and preview documents.

We'll also go over lists and how to add, modify, configure views, as well as filter and group them. Users will have a profile, which we will create and update.

We'll explore data within SharePoint and how easily it syncs with Microsoft Office applications and other mobile devices. This will enable the user to easily access, create, save, and manage their documents.

Lessons include the following:

- Access and Navigate SharePoint Team Sites
 - Access SharePoint Sites
 - Navigate SharePoint Sites
- Work with Documents, Content, and Libraries
 - Upload Documents
 - Search for Documents and Files
- Work with Lists
 - Add List Items
 - Modify List Items
 - Configure List Views
 - Filtering and Grouping with List Views
- Configure Your SharePoint Profile
 - Update and Share Your Profile Information
 - Share and Follow SharePoint Content
 - Creating a Blog
- Integrate with Microsoft Office
 - Access and Save SharePoint Documents with Microsoft Office
 - Manage Document Versions through Office 2013/2016
 - Access SharePoint Data from Outlook 2013/2016
- Work Offline and Remotely
 - Sync Libraries, Sites, and MySite
 - Work Offline
 - Work from a Mobile Device