

Microsoft SharePoint 2016: Site User

Course Length: 1 day

Overview

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.

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.

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 Content

Lesson 1 – INTERACTING WITH
SHAREPOINT TEAM SITES

- Access SharePoint Sites
- Navigate SharePoint Sites

Lesson 2 – WORKING WITH
DOCUMENTS, CONTENT, & 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

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views