

# Microsoft SharePoint - Site User

---

## Class 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.

---

## Prerequisites

Using Microsoft Windows 10 Using Microsoft Windows 8.1

---

## Prerequisite Comments

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 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 - Interactiing 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