Act Training

SharePoint – Site User

Course Description

Upon successful completion of this course, knowledge workers in a variety of business environments will be able to effectively utilize resources on a typical SharePoint Foundation team site in the course of performing normal business tasks.

Prerequisites

To ensure success in this course delegates should be have basic end-user skills with Microsoft Windows 7, 8 or 10 and any or all of the Microsoft Office 2007, 2010 or 2013 suite components, plus basic competence with Internet browsing.

What Next?

SharePoint – Site Owner

Course Content

Unit 1: Accessing and Navigating SharePoint Team Sites
Access SharePoint Sites
Navigate SharePoint Sites

Unit 2: Working with Documents, Content, and Libraries
Upload Documents
Search for Documents and Files

Unit 3: Working with Lists
Add List Items
Modify List Items
Configure List Views
Filter and Group with List Views

Unit 4: Configuring Your SharePoint Profile
Update and Share Your Profile Information
Share and Follow SharePoint Content
Create a Blog

Unit 5: Integrating with Microsoft Office
Access and Save SharePoint Documents with Microsoft Office
Manage Document Versions through Office 2013
Access SharePoint Data from Outlook 2013

Unit 6: Working Offline and Remotely with SharePoint
Synchronize Libraries, Sites, and MySite and Working Offline
Work from a Mobile Device