

Microsoft SharePoint 2016: Site User

Course Summary

Description

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft SharePoint 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

Objectives

At the end of this course, students will be able to:

- Use resources on a typical SharePoint Team Site in the course of performing normal business tasks.
- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

Topics

- Interacting with SharePoint Team Sites
- Working with Documents, Content, and Libraries
- Interacting in SharePoint
- Working with Lists
- Integrating with Microsoft Office

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.

Prerequisites

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. You can obtain this level of skills and knowledge by taking the "Using Microsoft Windows 8.1" or "Using Microsoft Windows 10" class, or any or all of the courses in the Microsoft Office 2013 or 2016 curriculum.

Duration

One day

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Course Outline

- I. Interacting with SharePoint Team Sites**
 - A. Access SharePoint Sites
 - B. Navigate SharePoint Sites
- II. Working with Documents, Content, and Libraries**
 - A. Upload Documents
 - B. Search for Documents and Content
- III. Interacting in SharePoint**
 - A. Update and Share Your Profile
 - B. Follow and Share Content
- IV. Working with Lists**
 - A. Add and Modify List Items
 - B. Configure List Views
 - C. Filter and Group Data with List Views
- V. Integrating with Microsoft Office**
 - A. Access and Save Microsoft Office Documents with SharePoint
 - B. Manage Document Versions
 - C. Work with SharePoint Data from Outlook