

SharePoint Foundations Site User



Days: 1

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

Audience: This course is ideal for all SharePoint users.

Description: In more 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® 2013 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 topic most important to you, and collaborate with colleagues more effectively.

OUTLINE:

MODULE 1: ACCESSING AND NAVIGATING SHAREPOINT TEAM SITES

- Access SharePoint Sites
- Navigate SharePoint Sites

MODULE 2: WORKING WITH DOCUMENTS, CONTENT, AND LIBRARIES

- Upload Documents
- Search for Documents and Files

MODULE 3: WORKING WITH LISTS

- Add List Items
- Modify List Items
- Configure List Views
- Filtering and Grouping with List Views

MODULE 4: CONFIGURING YOUR SHAREPOINT PROFILE

- Update and Share Your Profile Information
- Share and Follow SharePoint Content
- Creating a Blog

MODULE 5: INTEGRATING WITH MICROSOFT OFFICE

- Access and Save SharePoint Documents with Microsoft Office
- Manage Document Versions through Office 2013
- Accessing SharePoint Data from Outlook 2013

SharePoint Foundations Site User

MODULE 6: WORKING OFFLINE AND REMOTELY WITH SHAREPOINT

- Synchronize Libraries, Sites, and MySite and Working Offline
- Working from a Mobile Device