SHAREPOINT: SITE USER

Available Dates: **Jan 3, Feb 1, Mar 4, Apr 2, May 8, Jun 13**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

Class Outline:

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.

Course Outline:

Lesson 1: Interacting with SharePoint Team Sites
Topic A: Access SharePoint Sites
Topic B: Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries
Topic A: Upload Documents
Topic B: Search for Documents and Content

Lesson 3: Interacting in SharePoint
Topic A: Update and Share Your Profile
Topic B: Follow and Share Content

Lesson 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

Lesson 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