

# Course Outline | SharePoint For Users

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1 day(s)

Microsoft SharePoint is an online collaboration tool that is very prominent for businesses and organizations. At the end of this course, users will be able to navigate through SharePoint, search documents, content, libraries, and lists. They will know how to update their SharePoint profile, use SharePoint with Microsoft Office, and access SharePoint from mobile devices.

## Course Outline

### Opening and Navigating SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites

### Working with SharePoint Content

- Adding Documents
- Searching SharePoint

### Using Lists

- Add Items to Lists
- Modifying List Items
- Configure List Views
- Filter, Group, And Sort List Data

### Using Collaboration and Communication Features

- Update and Share Your Profile
- Share and Follow SharePoint Content
- Create a Blog Post

### Using SharePoint with Microsoft Office

- Open and Save SharePoint Documents with Microsoft Office
- Use Document Versions in Microsoft Office
- Access SharePoint Using Outlook 2016

### Accessing SharePoint Using Alternate Methods

- Synchronize OneDrive with SharePoint
- Use SharePoint with a Mobile Device