

SHAREPOINT FOUNDATION 2013: 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® 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 topics most important to you, and collaborate with colleagues more effectively.

Course Outline:

Unit 1: Accessing and Navigating SharePoint Team Sites

Topic A: Access SharePoint Sites

Topic B: Navigate SharePoint Sites

Unit 2: Working with Documents, Content, and Libraries

Topic A: Upload Documents

Topic B: Search for Documents and Files

Unit 3: Working with Lists

Topic A: Add List Items

Topic B: Modify List Items

Topic C: Configure List Views

Topic D: Filter and Group with List Views

Unit 4: Configuring Your SharePoint Profile

Topic A: Update and Share Your Profile Information

Topic B: Share and Follow SharePoint Content

Topic C: Create a Blog

Unit 5: Integrating with Microsoft Office

Topic A: Access and Save SharePoint Documents with Microsoft Office

Topic B: Manage Document Versions through Office 2013

Topic C: Access SharePoint Data from Outlook 2013

Unit 6: Working Offline and Remotely with SharePoint

Topic A: Synchronize Libraries, Sites, and MySite and Working Offline

Topic B: Work from a Mobile Device