

Course Name

**Microsoft SharePoint Foundation:
Site User**

Course Duration

One Day

Course Objectives

This course is designed for existing Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, who will need to access information and collaborate with team members on a Microsoft SharePoint team site.

Course Content

- **Accessing and Navigating SharePoint Team Sites**
 - Access SharePoint Sites
 - Navigate SharePoint Sites
- **Working with Documents, Content, and Libraries**
 - Upload Documents
 - Search for Documents and Files
- **Working with Lists**
 - Add List Items
 - Modify List Items
 - Configure List Views
 - Filtering and Grouping with List Views
- **Configuring Your SharePoint Profile**
 - Update and Share Your Profile Information
 - Share and Follow SharePoint Content
 - Creating a Blog
- **Integrating with Microsoft Office**
 - Access and Save SharePoint Documents with Microsoft Office
 - Manage Document Versions through Office
 - Accessing SharePoint Data from Outlook
- **Working Offline and Remotely with SharePoint**
 - Synchronize Libraries, Sites, and MySite and Working Offline
 - Working from a Mobile Device

Prerequisites

You should have basic end-user skills with Microsoft Windows and any or all of the Microsoft Office suite components, plus basic competence with Internet browsing.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**