



Microsoft® SharePoint 2016 Site User

Course Description:

In this course, you will learn to access, edit, and create content on a Windows SharePoint site.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 3 1/2 hours (1/2 day)

Course Objectives: This course will give you the tools necessary to utilize SharePoint Foundations resources on a typical SharePoint Foundation team site in the course of performing normal business tasks.

Upon successful completion of this course, students will be able to:

- Access and navigate SharePoint content
- Add, upload, modify, search for, and preview documents in document libraries
- Add and modify items in lists, configure list views, and filter and group lists
- Create and manage your profile; tag, share, and follow content on your personal sites; and create and manage a personal blog
- Access, create, save and manage document versions and synchronize data with Microsoft Office applications

Target Student: 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. If you already have experience using SharePoint 2016 lists, libraries and social networking features then this course may be a bit too basic for you. Instead, consider the SharePoint 2016 Site Owner course.

Prerequisites: Before taking this course, students should have proficiency in Microsoft® Office products, with expertise in at least one of the applications as well as experience accessing information via a web browser.

Course Outline	
Collaboration using SharePoint <ul style="list-style-type: none">• SharePoint Foundations 2016• SharePoint Navigation	Communicating with Team Members <ul style="list-style-type: none">• Discussion Boards, Blogs• Collaborate via Groups List
Working with Lists <ul style="list-style-type: none">• Add/Modify List Items• Change a List View• Create a Personal View	Customizing Your SharePoint Environment <ul style="list-style-type: none">• Personal and Regional Settings• Personalizing Page View with Web Parts
Working with Libraries <ul style="list-style-type: none">• Add Documents to a Library• Open and Edit Library Files	Alerts