Course Length -- *1 Day*
Course Format --*Instructor-Led*

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Microsoft® SharePoint® 2013
Site Member

Course Description

Course Overview: In more 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.

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.

Prerequisites: To ensure your success, the following CompuTrain courses or equivalent knowledge is recommended:
- Any or all of the courses in the Microsoft Office 2007, 2010, or 2013 curriculum.

Course Objectives
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 update 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.
- Synchronize SharePoint data, work offline, and access data from a mobile device.

Course Content

Lesson 1: Accessing and Navigating SharePoint Team Sites
- Access SharePoint Sites
- Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries
- Upload Documents
- Search for Documents and Files

Lesson 3: Working with Lists
- Add List Items
- Modify List Items
- Configure List Views
- Filtering and Grouping with List Views

Lesson 4: Configuring Your SharePoint Profile
- Update and Share Your Profile Information
- Share and Follow SharePoint Content
- Creating a Blog

Lesson 5: Integrating with Microsoft Office
- Access and Save SharePoint Documents with Microsoft Office
- Manage Document Versions through Office 2013
- Accessing SharePoint Data from Outlook 2013

Lesson 6: Working Offline and Remotely with SharePoint
- Synchronize Libraries, Sites, and MySite and Working Offline
- Working from a Mobile Device