

# CUSTOM SHAREPOINT 2016 SITE USER FOR GOVERNMENT OF SASKATCHEWAN

1 day course

Course Code: 91068

## COURSE OBJECTIVE

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. 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 topic most important to you, and collaborate with colleagues more effectively.

## TARGET STUDENT

This course is designed for Microsoft SharePoint site users who need to understand what SharePoint is and how to access information within a SharePoint site.

## COURSE CONTENT

### LESSON 1: INTERACTING WITH 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

### LESSON 4: INTEGRATING WITH MICROSOFT OFFICE

- Access and Save Microsoft Office Documents with SharePoint
- Manage Document Versions
- Work with SharePoint Data from Outlook