# Course Outline

## *Microsoft Office 365: SharePoint Online Site User*

**Days:      1**

**Prerequisites:**

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 8 or later, and any or all of the Microsoft Office 2013 or 2016 suite components, plus basic competence with Internet browsing

**Overview:**

Microsoft® SharePoint® 2016 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.

**Course Objectives:**

In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks.  You will:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

**Course Content:**

**Unit 1: Interacting with SharePoint Team Sites**

- Access SharePoint Sites
- Navigate SharePoint Sites

**Unit 2: Working with Documents, Content, and Libraries**

- Upload Documents
- Search for Documents and Content

**Unit 3: Interacting in SharePoint**

- Update and Share Your Profile
- Follow and Share Content

**Unit 4: Working with Lists**

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views

**Unit 5: Integrating with Microsoft Office**

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