CONTINUING EDUCATION
Course Outline

Microsoft SharePoint: Site User

Collaborate with colleagues more effectively with Microsoft SharePoint. SharePoint is a flexible technology that enhances the communication and productivity of work groups through a Web-based environment. In this course, you'll learn about and use a SharePoint Team Site; work with documents, content, libraries, lists and filters; configure your profile; integrate with Microsoft Office; and synchronize and access data from a mobile device.

Who Should Take This Course?

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 Objectives

- 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 Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and lab
- Prerequisite: Windows proficiency and MS Office experience

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
- Filter and group with list views

Configuring Your SharePoint Profile

- Update and share your profile information
- Share and follow SharePoint content
- Create a blog

Integrating with Microsoft Office

- Access and save SharePoint documents with Microsoft Office
- Manage document versions through Office 2013
- Access SharePoint data from Outlook 2013

Working Offline and Remotely with SharePoint

- Synchronize libraries, sites, and MySite and work offline
- Work from a mobile device

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online.](#)

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.

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