

Microsoft SharePoint 2016 is an online collaboration tool that is very prominent for businesses and organizations. At the end of this course, you will be able to navigate through SharePoint, search documents, content, libraries, and lists. You will know how to update your SharePoint profile, use SharePoint with Microsoft Office, and access SharePoint from mobile devices.

Lesson 1: Opening and Navigating SharePoint Team Sites

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

Lesson 2: Working with SharePoint Content

- Topic A: Adding Documents
- Topic B: Searching SharePoint

Lesson 3: Using Lists

- Topic A: Add Items to Lists
- Topic B: Modifying List Items
- Topic C: Configure List Views
- Topic D: Filter, Group, And Sort List Data

Lesson 4: Using Collaboration and Communication Features

- Topic A: Update and Share Your Profile
- Topic B: Share and Follow SharePoint Content
- Topic C: Create a Blog Post

Lesson 5: Using SharePoint with Microsoft Office

- Topic A: Open and Save SharePoint Documents with Microsoft Office
- Topic B: Use Document Versions in Microsoft Office
- Topic C: Access SharePoint Using Outlook 2016

Lesson 6: Accessing SharePoint Using Alternate Methods

- Topic A: Synchronize OneDrive with SharePoint
- Topic B: Use SharePoint with a Mobile Device