

# Microsoft SharePoint Foundation 2013: Site User

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## Course Details

### Course Outline

- 1. Accessing and Navigating SharePoint Team Sites**
  - Access SharePoint Sites
  - Navigate SharePoint Sites
- 2. Working with Documents, Content, and Libraries**
  - Upload Documents
  - Search for Documents and Files
- 3. Working with Lists**
  - Add List Items
  - Modify List Items
  - Configure List Views
  - Filtering and Grouping with List Views
- 4. Configuring Your SharePoint Profile**
  - Update and Share Your Profile Information
  - Share and Follow SharePoint Content
  - Creating a Blog
- 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
- 6. Working Offline and Remotely with SharePoint**
  - Synchronize Libraries, Sites, and MySite and Working Offline
  - Working from a Mobile Device
- 7. Appendix A: Microsoft Office SharePoint 2013 Exam 77-419**