

Intro to Microsoft SharePoint

Build your collaboration and organization skills with our Microsoft SharePoint training. Learn how to create and manage shared workspaces, streamline communication, and boost productivity in this beginner-friendly workshop.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: <https://training-nyc.com/courses/microsoft-sharepoint-intro>



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Course Outline

Lesson 1: Interacting with SharePoint Team Sites

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

Lesson 2: Working with Documents, Content, and Libraries

- Topic A: Upload Documents
- Topic B: Search for Documents and Content

Lesson 3: Interacting in SharePoint

- Topic A: Update and Share Your Profile
- Topic B: Follow and Share Content

Lesson 4: Working with Lists

- Topic A: Add and Modify List Items
- Topic B: Configure List Views
- Topic C: Filter and Group Data with List Views

Lesson 5: Integrating with Microsoft Office

- Topic A: Access and Save Microsoft Office Documents with SharePoint
- Topic B: Manage Document Versions
- Topic C: Work with SharePoint Data from Outlook