



Course Title: Microsoft SharePoint Site User	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Certified: Modern Workplace Skills	

Course Syllabus

Interacting with SharePoint Team Sites

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

Working with Documents, Content, & Libraries

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

Interacting in SharePoint

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

Working with Lists

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

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

Course Overview

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 Learning Outcomes

By the end of this course, learners will be able to navigate SharePoint sites, manage documents and content using libraries and lists, collaborate with team members using version control and co-authoring, create and manage pages, and configure alerts and



notifications to stay updated on site activity. These skills enable users to participate actively in team collaboration and maintain organized, accessible information.

Audience

This course is designed for Microsoft® Windows® and Microsoft® Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

Entry-Level Requirements

Basic computer skills and familiarity with Microsoft Office applications

Recommended Reading

Microsoft Docs: SharePoint User Guide

What's Included

Instructor-led sessions, hands-on exercises, course slides

Exam Information

This course supports preparation for Microsoft 365 Certified: Modern Desktop Administrator Associate or role-based SharePoint user exams. The assessment evaluates your ability to navigate SharePoint sites, manage content, collaborate with teams, and configure user settings effectively. Exams include scenario-based and multiple-choice exercises, validating practical SharePoint skills for workplace productivity.

What's Next

After this course, learners can take advanced SharePoint courses such as SharePoint Site Owner, SharePoint Administration, or Teams integration courses for enhanced collaboration management.

Additional Information

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently & effectively. In this course, students will learn how to use a SharePoint Team Site to access, store, and share information & documents.