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## *SharePoint® Foundation 2013: Site User*

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### **Lesson 1: Accessing and Navigating 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 Files

### **Lesson 3: Working with Lists**

Topic A: Add List Items

Topic B: Modify List Items

Topic C: Configure List Views

Topic D: Filtering and Grouping with List Views

### **Lesson 4: Configuring Your SharePoint Profile**

Topic A: Update and Share Your Profile Information

Topic B: Share and Follow SharePoint Content

Topic C: Creating a Blog

### **Lesson 5: Integrating with Microsoft Office**

Topic A: Access and Save SharePoint Documents with Microsoft Office

Topic B: Manage Document Versions through Office 2013

Topic C: Accessing SharePoint Data from Outlook 2013

### **Lesson 6: Working Offline and Remotely with SharePoint**

Topic A: Synchronize Libraries, Sites, and MySite and Working Offline

Topic B: Working from a Mobile Device

### **Appendix A: Microsoft Office SharePoint 2013 Exam 77-425**

Total 7.0h