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**MICROSOFT**

# MS SharePoint Level 1

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

Phoenix TS' 1-day Microsoft Office SharePoint Level 1 instructor-led course provides the basic concepts and skills to start being productive with Microsoft Share Point

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Program Level

Basic

## Training Delivery Methods

Group Live

## Duration

1 Days / 8 hours Training

## CPE credits

6 NASBA CPE Credits



**PhoenixTS**

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

## Field of Study

Information Technology

## Advanced Prep

N/A

## Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: [Sales@phoenixts.com](mailto:Sales@phoenixts.com)
- Phone: 301-582-8200
- Website: [www.phoenixts.com](http://www.phoenixts.com)

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

## Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: [Complaint Resolution Policy](#)

## Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: [Refund and Cancellation Policy](#)

## Course Objectives

Here are the lesson topics tackled in this course:

- Opening and Navigating SharePoint Team Sites
- Working with SharePoint Content
- Using Lists

- Using Collaboration and Communication Features
- Using SharePoint with Microsoft Office
- Accessing SharePoint Using Alternate Methods

## Course Outline

### Module 1: Opening and Navigating SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites

### Module 2: Using Documents, Content and Libraries

- Adding Documents
- Searching SharePoint

### Module 3: Using Lists

- Add Items to Lists
- Modifying List Items
- Configure Lists Views
- Filter, Sort and Group List Data

### Module 4: Updating your SharePoint Profile

- Update your SharePoint Profile
- Share and Follow SharePoint Content
- Creating a Blog Post

### Module 5: Using SharePoint with Microsoft Office

- Open and Save SharePoint Documents with Microsoft Office
- Use Document Versions in Microsoft Office
- Access SharePoint Using Outlook 2016

## Module 6: Working Offline with SharePoint

- Synchronize OneDrive with SharePoint
- Use SharePoint with a Mobile Device

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: [www.nasbaregistry.org](http://www.nasbaregistry.org)

Starting at **\$299**

### ATTENTION

For GSA pricing or Contractor quotes call  
301-258-8200 – Option 2.

# GSA



## Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.