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### **Interacting with SharePoint Team Sites**

- Access SharePoint Sites
- SharePoint Site Hierarchy
- Navigate SharePoint Sites

### **Working with Documents, Content, and Libraries**

- Upload Documents
- Create New Documents
- Drag and Drop Documents
- Add Document Properties
- Search for Documents and Content
- Navigate within the Search page
- Setting an Alert

### **Interacting in SharePoint**

- Update and Share Your Profile
- Follow and Share Content

### **Working with Lists**

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views

### **Integrating with Microsoft Office**

- Access and Save Microsoft Office Documents with SharePoint
- Manage Document Versions
- Work with SharePoint Data from Outlook