

MICROSOFT SHAREPOINT FOR END USERS

1 Day

COURSE OVERVIEW

This one day course covers the basic tasks an end user would be expected to complete on a day to day basis while working with SharePoint. This is an entry level course and is perfect for any users who are new to SharePoint.

COURSE OBJECTIVES

On course completion, delegates will be able to:

- Navigate the SharePoint interface
- Upload and work with documents within SharePoint
- Understand the different lists types in SharePoint and how to use them
- Personalise their SharePoint experience
- Create alerts
- Create personal views

COURSE CONTENT

Module 1 – Introduction to SharePoint

Navigating the site

Permission groups explained

Module 2 – Documents

Uploading a document

Creating a new document

Editing documents in SharePoint

Updating Document Properties

Deleting Documents

Module 3 – Using Lists

Tasks List

Calendar

Discussion Board

Announcements

Module 4 – Views and Alerts

Creating a view

Creating an Alert

Module 5 – Editing a Page

Adding text and images

Adding hyperlinks

Publishing Pages

Module 6 – My Site

What is a My Site

How to Customise

Working with a My Site