



## Microsoft SharePoint Training – End Users Course Contents - Duration: 1 Day

### What we will learn:

#### SharePoint Introduction

- What is Microsoft SharePoint?
- What are its key features
- The benefits of using SharePoint

#### Getting Started

- Logging on to your SharePoint site
- Overview of key site features
- Site navigation

#### Working with documents

- Uploading documents
- Creating new documents
- Tagging documents with metadata
- Uploading Multiple documents
- Deleting documents / Recycle bin
- Check Out / Check in
- Version Control
- Setting Alerts
- Sharing documents
- Searching for documents
- Working with online documents
- Saving online documents

#### Migrating Data

- Migrating mass data into SharePoint
- Suggested guidelines / Best practices

#### Managing Document Libraries

- Naming a library / Navigation
- Versioning settings
- Quick Edit / Datasheet view
- Creating new columns
- Column types e.g. Choice - Yes/no
- Modify existing columns
- Sorting / Filtering columns

#### Library Views

- Modify existing views
- Creating new sort / filter views
- Creating new grouped views
- Displaying your views
- Private / Public / Default views

#### Working with web apps / Web parts

- Calendar
- Tasks
- Announcements
- Discussions

#### Optional tailored topics (if required)

- Adding new libraries / Web Apps
- Add new pages to a site / page content
- Site Settings / Site Navigation / Theme / logo