



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

### What we will learn:

#### Getting Started

Presentation – What is SharePoint?  
Logging / Essential site features

#### Working with documents

What is a document library?  
Uploading a file (Popular methods)  
Uploading multiple files  
Creating new files in a library  
What are file tags? / tagging files  
Opening / Editing / working with files  
Deleting / Restoring files / & multiple files  
Checking Out / Checking In files  
Version History / Restoring versions  
e-mail a file link  
Setting up file Alerts

#### Working with libraries

Opening / viewing a library / Library settings  
Sorting documents A-Z & Z-A  
Filtering documents in a library  
Using Datasheet view to Tag multiple files  
Creating a new view  
Group & filter views  
Modify an existing view  
Displaying a custom view  
Switching views  
Add a new column  
Options & settings

#### Working with term stores

Using term store metadata in libraries  
Using term store metadata in lists

#### Working with sites

The Tile menu  
Using Site Searches  
Viewing All Site Content

#### Working with popular web apps

Site Calendars  
Task lists  
Adding new columns to existing lists

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#### Creating a new site

What is a SharePoint site / sub site?  
Procedure for creating a new site  
Site content and features

#### Custom / Lists

Creating a custom list  
Modifying a custom list  
Export a list to Excel

**What do hackers do on a boat?  
Phish.**