

Microsoft SharePoint Training

Members



Course Objectives

- Be able to Navigate and search SharePoint Sites
- Work with and understand the benefits of Lists and Libraries in SharePoint
- Use SharePoint Calendars
- Maintain a document library including version control and integrate with Office
- Monitor and Participate in a SharePoint Workflow
- Know how to find and connect to information in SharePoint
- Understand how to share information with their team members with Office integration
- Work with alerts

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Introduction to SharePoint

- Navigating SharePoint team site
- Opening documents from the shared Documents Library
- Using search

Introduction to Lists and Libraries

- Upload documents
- Upload documents using Explorer view
- Add a task to a task list
- Update a task

Document Management

- Add a document
- Checking out a document
- Edit a document
- Managing document versions
- Working with Folders

Calendar

- Calendar views
- Add items to the calendar
- Edit and delete calendar entries
- Recurring calendar entries

Working with Workflow

- Overview of workflow
- Start an approval workflow
- Monitor the status of a workflow
- Participating in the workflow

Office Integration

- Create an alert on the Contact List
- Connect to a contact List
- Publishing PowerPoint

Alerts

- Subscribing to an alert
- Document and list Item alerts
- Manage Your alerts
- Edit & delete alerts