



# Microsoft SharePoint – Basic Intro

**Overview:**

The course will help you become familiar with the SharePoint environment, browsing and navigating sites through a hands-on experience. You will learn how to access SharePoint using a browser or directly through Microsoft Office. Use SharePoint to collaborate within a team. Organise and manage documents, events, lists and other items. You will also learn how to create Sites with both public and private areas, and how to search for information in a portal site.

This course will help you meet the following objectives:

The aim of this course is to provide you with the knowledge required by an end-user of Microsoft SharePoint

- Understand SharePoint concepts
- Share information with Individuals, Departments or Teams
- Create and maintain SharePoint lists and Libraries
- Use various tools to maintain content in a SharePoint Site

**Target Audience:** Basic SharePoint and users

**Pre-Requisites:** None

**Course Duration:**  
1 day

**Cost:**  
£279 + vat

**Course Code:**  
QSP-BI01

**Book online**

**Call to book**

**Qdos Computer Consultants Limited**

Syner-Med House  
120 High Street  
Purley, CR8 2AD

**Booking:**  
To register for this course, please call:

**020 8763 8732**

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[www.qdoscc.com](http://www.qdoscc.com)

**Topics:**

**Basic Understanding and Overview**

- Working with SharePoint
- SharePoint Structure
- Navigating Sites
- Using the Ribbon
- Searching for documents or people

**MySite**

- What is My Site
- My Profile
- Colleague Tracker

**Lists**

- Creating Lists
- Events / Calendar Lists
- Task Lists
- Project Tasks Lists
- Contacts Lists
- Sorting items
- Filtering items
- Working with Columns

**Pages**

- My Links
- Introduction
- Manage Documents
- Work with Documents
- Document Properties
- Wiki Libraries

**Document Libraries**

- Creating Lists
- Using Columns (Metadata)
- Creating Views
- Using Personalised Views
- Check Out/In
- Document Versioning
- Alerts
- Creating Wiki Pages
- Using Wiki links
- Hyperlinks to other pages
- Hyperlinks to external web sites
- Images
- Using buttons
- Web part basics