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

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