

SHAREPOINT 2013 COURSES



GETTING STARTED

Level:

For beginners

Prerequisites:

Basics of Windows; the student should also feel comfortable using a browser as well as understanding the basics of Word and Excel.

Audience:

If you are a new or an existing SharePoint user, this program will provide you with the skills you need to work and collaborate with others within SharePoint sites.

Aim:

of this course is to learn how to navigate a SharePoint site, understanding and using lists and libraries, adding content, working with versions, checking documents out and in, co-authoring documents with others. The student will also learn what metadata is and how to add it to list or library content, follow favourite documents, use alerts and share documents with others, use SharePoint calendars and link them to their Outlook. Finally, the student will learn how to use his personal space on SharePoint, follow sites, and edit his profile, use newsfeeds and blogs.

Overview:

Module 1: Introduction to SharePoint

- What is SharePoint?
- Overview of roles and responsibilities
- SharePoint terminology
- What are lists and libraries
- Navigating a site
- Using the ribbon

Module 2: Working with Calendars

- Accessing the calendar
- Adding and editing information
- Using calendar views
- Connecting to Outlook

Module 3: Working with Documents

- Web app vs local app
- Uploading documents
- Creating documents within a library
- Document properties
- Deleting documents
- Emailing a link to a file
- Emailing a link to a library

Module 4: Document Collaboration

- Editing documents and versioning
- Checking Out/Checking In
- Co-authoring documents
- Granting permissions
- Using and managing alerts
- Following up documents

Module 5: Working with Lists

- Adding, editing and deleting list items
- Sorting and filtering a list
- Using views in lists
- Interacting with Excel

Module 6: Finding Information

- Search within a list or library
- Site Search box
- Sorting and filtering
- Creating personal views
- Advanced search with Keyword Query Language (optional)

Module 7: Social Networking

- Using MySite
- Changing user profile
- Using newsfeeds and a personal blog

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day