


Microsoft SharePoint End User – 2 days		
<p>Course Objectives</p> <p>Learn the essential skills of using Microsoft SharePoint. By the end of this course, users will be able to collaborate with other users through their SharePoint portal, including using document management, lists, discussion boards and surveys.</p> <p>Prerequisites</p> <p>This course assumes that you have gained a basic understanding of Windows and Office applications. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).</p> <p>Exercises</p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p> <p>Course Content:</p> <p>The Fundamentals</p> <ul style="list-style-type: none"> • Accessing SharePoint Services • Logging in to your user • The SharePoint environment <p>Sharing Documents</p> <ul style="list-style-type: none"> • Creating new documents • Uploading existing files • Different document types • Managing Document Folders 	<p>Version Control</p> <ul style="list-style-type: none"> • Checking out documents • Editing documents in Word • Checking in a new version • Version History • Managing Document Folders • Alerts • Discussing a Document <p>Managing Pictures</p> <ul style="list-style-type: none"> • Creating a Picture Library • Picture Library options <p>Managing Lists</p> <ul style="list-style-type: none"> • Working with Tasks • Working with Contacts • Working with Events • Making Announcements • Managing Links <p>Discussion Boards</p> <ul style="list-style-type: none"> • Viewing discussions • Threaded and Flat Views • Creating a new Discussion Board • Starting a new Discussion • Posting a Reply • Alerts <p>Surveys</p> <ul style="list-style-type: none"> • Create a Survey • New Survey Options • Survey Permissions • Completing a Survey • Viewing Survey results • Alerts • Editing Survey Questions <p>SharePoint Overview</p> <ul style="list-style-type: none"> • User Access • Documents • Libraries • Lists • Discussions • Surveys 	



Customisation

- Customising the Home Page
- Adding Pages to your site

Site Administration

- Manage Users and Groups
- Assigning Permissions
- Managing sub-sites
- Anonymous access
- Managing Time Zones
- Managing Web Discussions
- Managing Alerts

Troubleshooting

- Windows SharePoint Services
- Getting Help
- Access for people with disabilities