MICROSOFT SHAREPOINT
Introduction/Overview

THE TRAINING HOUSE

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SUITABLE FOR

Microsoft SharePoint is a Server based application which can be used by larger organisations who wish to share data/information and search quickly for data held within.

AIM OF THE COURSE

To introduce concepts and features of Microsoft SharePoint and provide an opportunity to practice working with those features

COURSE CONTENT

- The SharePoint Screen Layout (Tabs, Commands, Groups & Ribbon Bar)
- Creating a New Site
- Creating a New WiKi and Formatting the Pages and Applying Content
- Creating Libraries & Lists
- Creating Folders
- Uploading Files & Folders Into SharePoint
- Check Out, Check In and Versions
- Alert Me, I Like It & Tags
- Setting Up 'My Profile'
- Setting Up & Using Apps Such as Discussion Boards, Blogs, Announcements, Surveys, Calendars & Tasks
- Security & Permissions
- Search Features

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.