



SharePoint for Users

Microsoft SharePoint is a collaboration tool which enables users to collaborate and share information easier. This is particularly useful if people work in different departments, companies or countries. SharePoint helps keep the people up to date. In this course you will learn what SharePoint is all about and how to use the program. You will be working with an existing team site. We will show you how to deal with documents and how you can avoid missing out on important information by enabling the alerts function. In addition, we will give you an overview of the most important webparts that can be implemented on your SharePoint site.

Course objective: To get familiar with SharePoint and use the programs benefits

Prerequisites: Good Microsoft Office knowledge

Length: 1 day

Topics:

- What is SharePoint
 - SharePoint concepts
 - Navigation
 - See what permissions you have on a site
- Working with documents
 - Uploading documents
 - Check in and check out
 - Edit documents
 - Metadata
 - Versions
- The SharePoint Views
 - Create, edit and delete views
 - Grouped views
 - Working with filters
 - Performing Calculations
- Searching for information
- Lists
 - SharePoint versus Excel
 - Export data to Excel
- Stay up to date with Alerts
- MySite
- Additional Webparts
 - Hyperlinks
 - Announcements
 - Survey
 - Tasks, contacts, appointments – connection to Outlook