



# Microsoft SharePoint Workshop

Participants on this Microsoft SharePoint Workshop 1 day workshop will gain an understanding of the fundamentals of SharePoint and you will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of SharePoint, however, you should be familiar with the Windows environment and using the Internet. People with limited exposure to the software and those who are currently working on sites created by others will also benefit from attending this workshop.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to SharePoint

- What is SharePoint
- User Account Basics
- What are Lists and Libraries
- Accessing a SharePoint Site
- The SharePoint Interface
- Displaying All Content from Within Your Site

### Security, Groups & Permissions

- Default Permission Groups
- Assigning Permission Levels
- Best Practices for Planning Permissions
- Understanding Inheritance
- Site Permissions
- Creating a Group
- Viewing Permissions

### Creating Subsites

- Creating a Subsite
- Setting Up Groups for New Subsites
- Your New Team Site
- Deleting Subsites

### Working with Pages

- Pages Overview
- Editing a Web Part Site Page
- Checking Out a Page

### Creating Lists & Libraries

- Library and List Overview
- Creating Libraries
- Manage Permissions for a Library
- Creating Lists
- Sorting and Filtering Libraries and Lists
- Libraries and Lists Views
- Changing Views

### Working with Documents

- Documents Overview
- Creating New Documents in a Library
- Opening Documents from Document Library
- Checking Document Out and In
- Emailing a Link
- Creating an Alert
- Deleting Files
- Restoring a Deleted File

### Dealing with Version History

- Document Versions
- Enabling and Configuring Versioning
- View, Restore, or Delete an Earlier Version
- Publishing as a Major Version
- Restoring and Permanently Deleting Files

### Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents
- Working with Calendars
- Connecting to Microsoft Outlook
- Disconnecting Calendars



***Brendon presented a very good course, well-paced and enjoyable.***

P. Turner