



Microsoft SharePoint End User

Participants on this Microsoft SharePoint half day course will obtain a fundamental grasp of using SharePoint as an end user and will gain skills upon which to build.

The course is designed for individuals who have no prior experience with SharePoint, but it's recommended that they have some familiarity with the Windows operating system and using the Internet.

Course Details

Skill Level:	Beginner
Duration:	Half Day
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Introduction to SharePoint

- What is SharePoint
- User Account Basics
- Accessing SharePoint Sites
- The SharePoint Interface
- Displaying Site Contents

SharePoint Security

- Groups and Permissions
- Overview of Permission Levels

Working with Documents

- Overview of Documents
- Creating New Documents in a Library
- Uploading Documents
- Opening Documents from a Library
- Moving and Copying Documents
- Checking Documents In and Out
- Sharing Documents
- Creating Alerts
- Deleting Files
- Restoring Deleted Files

Dealing with Version History

- Overview of Document Versions
- View, Restore and Delete Versions
- Restoring and Permanently Deleting Files

Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents

Searching In SharePoint

- Overview of SharePoint Search
- Searching a Document Library
- Expanding a Search
- Using Filters in a Search



Great Course. Good Content. Very knowledgeable about the subject. Taught at a good pace to enable easy learning and all the course content is provided afterwards to practice. Highly recommend.

P. Brown