



# Microsoft SharePoint Introduction

Participants on this Microsoft SharePoint Introduction 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
- Accessing SharePoint Sites
- The SharePoint Interface
- Displaying Site Contents

### SharePoint Security

- Groups and Permissions
- Overview of Permission Levels
- Viewing Site Members
- Best Practices for Permissions
- Site Permissions
- Creating Groups
- Viewing Permissions

### Hub Sites and Subsites

- Creating a Subsite
- Working with Hub Sites
- Associating with a Hub Site
- Adding Links in Hub Sites

### Working with Pages

- Overview of Pages
- Creating a Site Page
- Checking Out a Page
- Using Sections and Web Parts

### Creating Lists & Libraries

- Overview of Lists and Libraries
- Creating a Document Library
- Managing Library Permissions
- Creating a List
- Sort and Filter Libraries and Lists
- Library and List Views
- Switching Document Libraries

### Working with Documents

- Overview of Documents
- Creating and Opening Documents from a Library
- Uploading Documents
- 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
- Dealing with Versioning
- Publishing as a Major Version

### Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents
- Working with Calendars
- Connecting to Microsoft Outlook
- Adding Events to a Group Calendar

### Searching In SharePoint

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



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

P. Turner