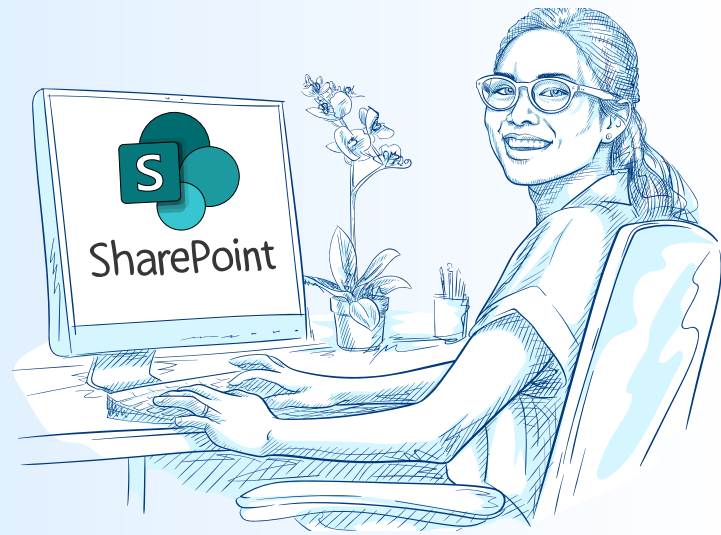


Microsoft SharePoint End User

Ever lost track of important document versions or spent ages hunting through folders? This SharePoint course transforms file explorer wanderers into collaboration champions.

Whether you're new to SharePoint or just getting started, you'll master document management, version tracking, and real-time collaboration in this focused half day course.



What You'll Get With This Course



Live Instructor-Led Training

Highly experienced and approachable trainers



Comprehensive Materials

PDF manual and training files included!



eCertificate of Completion

Proudly recognise your achievement



Lifetime Support

Expert help, always within reach

Skill Level: **Beginner**

Duration: **½ Day**

Time: **9:00am – 12:00pm**

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