

SharePoint User – ½ day

Prerequisites

In order to successfully master SharePoint Navigation, Windows Beginners must have been completed.

About SharePoint

- What is SharePoint
- SharePoint Services Hierarchy
- Team Websites
- Navigating

Document Libraries

- Web Apps
- Add Documents to the Library
- Load Multiple Files
- Create a New Document
- Search for Documents
- Set an Alerts

Lists

- Add List Items
- Announcements
- Calendar
- Tasks
- Add Tasks to the Timeline
- Sort and Filter Lists
- Contacts

Views

- Change a List View
- Data Sheet View
- Gantt Chart View
- Calendar View
- Edit View

Filter and Group Lists

- Filtering Options
- Grouping Options
- Add or Remove Columns
- Sort a View
- Change Column Position
- Filtered Tasks View
- Group Contacts

Setting up Your Profile

- Update & Share Information
- Share & Follow SharePoint Content
- Review Newsfeed
- Review OneDrive
- Follow SharePoint Sites

Integrating with MS Office

- Use MS Office to Save SharePoint Documents
- Manage Document Versions
- Check Documents In/Out
- Access SharePoint Data from Outlook