Corporate Training
Solutions Australia

SharePoint
for End Users

Overview:

This course concentrates on SharePoint from the perspective of users who need to be able to use a SharePoint environment. For the most part, the content is aimed at a non-technical user who will view, edit, and contribute content to a SharePoint Site.

Prerequisites:

While no previous experience with server software is required, student must have experience using a computer, keyboard, and mouse and be familiar with e-mail and using a web browser.

Who should attend:

Anyone wanting to use SharePoint 2013 or later-
This course will discuss the basics of how SharePoint can be used as an effective way to collaborate with your organisation.

Benefits:

• Confidently navigate around a SharePoint Site
• Understand the uses of Lists and Libraries
• Confidently work with documents in lists
• Check-in/Check-out documents
• Work with various Microsoft applications and SharePoint

Learning Outcomes:

• Navigate a SharePoint 2013 team site
• Manage documents, properties and versions
• Search, sort and filter lists
• Manage library views
• Work with Microsoft Office applications and SharePoint
• Understand workflows

Version(s):

2013

1 day

$ 687.50

Course times:

9:00am-4:30pm

Delivery Options

Public Schedule   Live Online

Group Training   In-house

Certificate upon Completion
Non-accredited course

To book this course:

Call: **1300-2-GO-CTS**
Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Content:

Overview of SharePoint

- SharePoint Server
- Opening a SharePoint Site
- Navagating and Sharing a SharePoint Site
- Overview of Document Libraries and Lists

Finding Information in SharePoint

- Searching the site
- People Search
- Search for other content
- Understanding Search Results

Working with Lists

- Understanding Lists
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2013 Lists
- Sort and Filter Content
- Tracking List Content
- Use Default and Custom Views
- Connect a List to Microsoft Outlook
- Starting Workflows

Working with Libraries

- Introduction to document libraries
- Uploading, creating and deleting documents
- Working with documents in a library
- Opening and Saving documents
- Using Check In/Check Out
- Working with document properties
- Document Management Features

Office Integration and SharePoint

- Integration with Microsoft Office
- Co-authoring
 o PowerPoint
 o Word
 o Visio
- Outlook
- Teams
- Defining and Creating an Alert in SharePoint
- Adding Alerts to Outlook
- Using OneDrive

Creating & Managing Lists, Libraries and Views

- List Management
- Defining a List
- Exporting List Data to a Spreadsheet
- Using Column Sorting and Filtering
- About Version History
- Managing List Settings
- RSS Feeds
- Subscribing to RSS Feeds
- Viewing RSS Feeds
- RSS and SharePoint
- List and Library Views
- Default Views
- Custom Views
- Datasheet Views
- Creating and Managing Columns and Views
- Creating Lists and Libraries
- Libraries
- Communications
- Tracking
- Custom Lists
- Web Pages

Social Networking in SharePoint

- Editing yor profile
- Following people, documents and sites
- Understanding tags and mentions
- Tagging documents and sites