



MICROSOFT SHAREPOINT

SharePoint Fundamentals (SPS001)

Traditional Learning Pathway



COURSE CONTENTS

THE WEB BROWSER

Understanding URLs, Links, the Favorites Bar & Tabs

Configuring for SharePoint

SHAREPOINT OVERVIEW

What is SharePoint 365

The sign-in process

The Office 365 Suite Bar

Page design & Web Parts

Permissions & Roles

SHAREPOINT HIERARCHY

About SharePoint Navigation

Site Collections

Team sites and sub sites

Libraries, Lists & Folders

VIEWING CONTENT

Using the Ribbon

Using Views

Using filters

Opening files

Viewing Properties

Viewing Version history

SHAREPOINT AND OFFICE

Open with Explorer

Connect to Office

CONTRIBUTING CONTENT

Upload using Upload tool, drag & drop and Explorer

Creating docs in SharePoint

Creating documents in MS Office applications

DELETING CONTENT

The Recycle Bin

EDITING DOCUMENTS

Using Web Apps

Office on Demand

Using Desktop Apps

Open a document in Edit mode

DOCUMENT CONTROL

Using document versioning

Using Check In / Check Out

Document Approval process

WORKING WITH METADATA

What Is Metadata

Completing Metadata

Using Metadata

IMAGE LIBRARIES

Uploading Pictures

Pictures Library Views

Download pictures

WORKING WITH LISTS

About Lists

Adding items to lists

Datasheet View & Quick Edit

Editing list items

List Views

ANNOUNCEMENT LISTS

Add an announcement

Adding an automatic expiry

CALENDAR LISTS

Creating a new appointment

Connect to Outlook

LINKS LISTS

Creating Links

GETTING SOCIAL

About Me profile

Personal sites

Using Newsfeeds

SkyDrive Pro

Following content

Using 'Likes'

SHAREPOINT AND EMAIL

Email links from SharePoint

Saving emails to SharePoint

Using a Site Mailbox

ALERTS

Create an Alert

Managing Alerts

SEARCHING IN SHAREPOINT

Tags and Notes

Context Searching

Using search refiners

OTHER FEATURES OF 365

Outlook Web Access

Calendar & People

Lync & your availability

MICROSOFT SHAREPOINT FUNDAMENTALS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of a cloud based solution (Microsoft Office 365)
- confidence with a web based Information Management portal
- an understanding of the most common features in SharePoint 365
- skills to use SharePoint more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes basic prior knowledge of Microsoft SharePoint. It is suitable for participants who:

- upload content to team web sites
- use information on a SharePoint team web site
- share and collaborate on company documents

OUTCOMES

By the end of this session you should be able to:

- confidently navigate around Office 365 and SharePoint 365 sites
- browse and search for content, and view content on a SharePoint site
- identify and tag important information in SharePoint
- add content to a SharePoint library or list using a number of techniques
- create your own SharePoint Alerts
- use Social Media features of SharePoint
- use Outlook Web App to send and read email

ABOUT US

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