



MICROSOFT SHAREPOINT

SharePoint Intermediate (SPS002)

Traditional Learning Pathway



COURSE CONTENTS

SHAREPOINT HEIRARCHY

- Site Collections & settings
- Publishing Infrastructure
- Team sites, sub sites & site settings
- Creating a site template
- Libraries and Lists
- Web Parts

NAVIGATION

- About SP Navigation
- Customising the Top Bar
- Quick Launch & Tree View
- Focus on Content

CREATING A SUB SITE

- About Site and Workspaces
- About Site Templates
- Create a Sub Site or Workspace
- Deleting a Site

THE SP SECURITY MODEL

- SP Security overview
- Adding users & groups
- Adding security groups
- Securing sites

DOCUMENT LIBRARIES

- Creating a Doc Library
- Other settings on libraries
- Library content approval
- Document Library Views
- Deleting a Doc Library
- Securing libraries and lists

CONTENT TYPES

- About Content Types
- About Metadata
- The MMD Term Store
- Creating metadata fields
- Completing metadata

CREATING VIEWS

- Views from metadata
- Metadata navigation
- Deleting a view

FILE EXPLORER

- Explorer View
- Creating Network Places
- Using Sync

DOCUMENT CONTROL

- Document versioning
- Using Check In / Check Out
- Document review process

DOC LIBRARY TEMPLATES

PICTURE LIBRARIES

- Creating a picture library
- Uploading Pictures
- Pictures Library Views

BUILDING LISTS

- About Lists
- Creating a Register
- Shared Calendars & Contacts
- Adding items to lists
- List Views
- Deleting a List

INTEGRATION WITH MICROSOFT OFFICE

- Adding Office 365 Places to Office 2013/16
- Exporting SharePoint Data to Excel
- Importing Excel Data into a Custom SharePoint List

SHAREPOINT AND EMAIL

- One Place Mail
- Saving emails to SharePoint
- Sending content by email

PAGE DESIGN

- Page Design & Layout
- Adding Free Text
- Understanding Web Parts
- Adding Web Parts
- Promoted Links Web Part
- Adding a Document Library Web Part
- Adding a Links Web Part
- Modifying a Web Part
- The Newsfeed

SEARCH

- Searching sites & libraries
- Building a Search Centre

ALERTS

- Create an Alert
- Managing Alerts

MICROSOFT SHAREPOINT INTERMEDIATE

COURSE LENGTH

Recommended course duration is 2 days, typically 8:30am – 4:30pm each day.

AIM

This course has been designed to allow participants to gain:

- confidence with a web based Information Management portal
- an understanding of some of the more advanced features in SharePoint
- skills to use SharePoint more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is designed for Information Managers who are required to:

- create and manage team web sites and sub sites
- create and manage documents and lists
- share and collaborate on company documents

OUTCOMES

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

- build a team web site in SharePoint
- secure the team site using permissions
- create sub sites, workspaces and blog sites
- create and customise Document Libraries, Picture Libraries and other SharePoint containers
- integrate MS Office with SharePoint using Network Places
- upload content to SharePoint team sites
- present content in various ways using Views and Web Parts

ABOUT US

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