



Microsoft SharePoint Server End User

Format: One Day
Max Capacity 6

Learn how to use SharePoint for business collaboration and real-time file sharing. Create, edit and save documents, work with libraries and list apps and integrate SharePoint with other Microsoft desktop apps/Office 365 apps.

This course can be tailored to either SharePoint On-Premise or SharePoint Online.

Course Content

Introducing SharePoint

- What is SharePoint?
- Understanding SharePoint Roles
- Defining SharePoint terminology
- Understanding SharePoint Products
- Connecting to SharePoint
- Team Site navigation

Core SharePoint Sites

- SharePoint Presentation
- Exploring SharePoint's Interface
- Demonstrate a Team Site
- Using Team Site Lists and Libraries
- Calendar
- Tasks
- Documents
- Links
- Announcements
- Discussions
- Views
- Viewing the Home Page

SharePoint Lists & Libraries

- Exploring the Available Lists
- Working with Libraries
- Using Versioning
- Using Check In/Check Out
- Working with Views

SharePoint & Office

- Word and SharePoint
- Excel and SharePoint
- Outlook and SharePoint

Forms & Infopath

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint