

# SHAREPOINT END USER

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Introducing SharePoint

- ▶ Navigating the SharePoint 2016 Interface
- ▶ Introducing Apps
- ▶ Working with Newsfeeds
- ▶ Searching SharePoint Sites

## Working with Lists

- ▶ Creating & Editing List Entries
  - Announcements
  - Calendars
  - Tasks
  - Links
- ▶ Sorting & Filtering Lists
- ▶ Editing Lists in Datasheet View
- ▶ Exporting Data to Excel
- ▶ Integrating Microsoft Outlook
- ▶ Creating & Managing Alerts
- ▶ Deleting Items & the Recycle Bin

## Working with Libraries

- ▶ Creating & Uploading Documents
- ▶ Editing Documents & Co-Authoring
- ▶ Document Check-Out/Check-In
- ▶ Using Version Control
- ▶ Editing & Viewing Document Properties
- ▶ Folders vs Views
- ▶ Organising Documents in Folders
- ▶ Working with Picture Libraries

## Discussions & Surveys

- ▶ Starting & Responding to Discussions Topics
- ▶ Responding to Surveys
- ▶ Viewing Survey Results

## Working with Delve

- ▶ Viewing & Editing 'My' Profile
- ▶ Newsfeeds & Content
- ▶ Tags & Notes

**Course Duration: 1 Day**

**Price Per Delegate: £245**  
(Public Scheduled Course)

**Price Per Course: £745**  
(On-Site at Customer Premises)

### Suitable For:

The course is designed for those who are using SharePoint, who will view, edit and contribute content in a SharePoint team site.

### Learning Outcomes:

By the end of the course delegates will have the ability to view, add, edit, sort and delete entries in SharePoint document libraries and lists.

### Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close. They should have experience of using Microsoft Outlook and at least one other Microsoft Office application (i.e. Word or Excel).