



SHAREPOINT SITE USERS

SKILL LEVEL : INTERMEDIATE
DURATION : 1 FULL DAY

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COURSE OVERVIEW

This course is intended to provide an in-depth overview of how to properly drive a SharePoint Site and its features from an end-users perspective. Candidates will learn to Navigate and search SharePoint Sites as well as gain experience with document management, SharePoint Workflows, and also dynamically linking various Microsoft Office applications to information in SharePoint. Attendees will also learn to share info with colleagues as well as manage and customise content in their Team Site. This course is tailored towards students obtaining the Microsoft Office Specialist Certification (MOS).

WHO SHOULD ATTEND THIS COURSE

This course has been designed for anyone who is new to SharePoint and / or who needs to get up to speed on how SharePoint can be used to collaborate and share information with co-workers. It is **HIGHLY RECOMMENDED** that candidates attend this course before attending our SharePoint Site Owners course. **PLEASE NOTE THAT THIS COURSE IS RUN WITH THE SHAREPOINT 2013 / OFFICE 365 CLASSIC INTERFACE.**

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should be comfortable using a computer for general tasks, such as managing files and browsing the web.
- Attendees should also have significant exposure to Microsoft Office and working in a Windows Environment.

COURSE CONTENT AND OUTLINE

PART 1 - INTRODUCTION TO SHAREPOINT

- Navigating through your SharePoint Team Site
- Document Libraries vs Lists
- Using Search to find content

PART 2 - LISTS AND LIBRARIES

- Upload a document
- Upload multiple documents
- File Management Tasks in SharePoint
- File Management using Windows Explorer
- Creating a default SharePoint List
- Working with Tasks and Gantt Charts
- Working with Contacts
- Working with Calendars
- Editing Item Properties

PART 3 - DOCUMENT MANAGEMENT

- Co-Author a Word document
- Checking out and checking in a document
- Managing and working with versions (Major & Minor)
- Working with the Recycle Bin

PART 4 - WORKING WITH WORKFLOWS

- Start a pre-configured workflow
- Monitor the status of a workflow
- Participating in a workflow

PART 5 - OFFICE INTEGRATION

- Creating Item and List or Library Alerts
- Emailing Links to Colleagues
- Synchronising SharePoint Data for Offline Use
- Connect SharePoint list data to MS Office Applications

PART 6 - MY SITES, WIKI PAGES AND WEB PARTS

- Mysites and Social Collaboration in SharePoint
- Create a new Wiki Page
- Images on a page
- Update (Edit) a page
- Adding basic navigation Hyperlinks
- Adding basic App / Web Parts to a page



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SHAREPOINT SITE USERS (INTERMEDIATE)

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support

