

SharePoint End Users



A half-day course for people using Microsoft SharePoint Sites

Prerequisites

This course assumes the students to have sound Computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Connect to SharePoint

- What is SharePoint?
- What Can Sites Do?
- Requesting Access to a Team Site (Corporate)
- Access an Office 365 SharePoint Site
- The Global Navigation Bar
- Navigate the Site Using Quick Launch
- The Top Navigation Bar
- The Settings Button
- Promoted Links

Chapter 2 - Team Sites and Subsites

- What are Team Sites and Subsites?
- Create a Link to the Main Site
- Create a Subsite
- Navigate the New Site

Chapter 3 - Document Libraries

- Create a Document Library
- Edit the Quick Launch
- New vs Classic Experience
- Create a New Document
- Renaming the Document
- Close the Document
- Upload an Existing Document
- Upload by Drag-and-Drop
- Add Columns
- Check Out Documents
- Check In Documents Manually
- Control Versioning
- View Version History
- Copy a Link to a Document
- Create a Folder
- Delete a Document
- Restore a Document from the Recycle Bin

Chapter 4 - Lists

- Create a List
- Remove Required Status from Columns
- Display/Hide Standard Columns

- Add Custom Columns
- Use Quick Edit for the List
- Sort the List
- Filter the List
- Export to Excel

Chapter 5 - Wiki Pages

- Create a Wiki Page
- Edit the Page
- Add External Links
- Creating New Pages
- Managing the Wiki Library

Chapter 6 - Calendars

- Add a Calendar
- Navigating the Calendar
- Change the Calendar Scope
- Add an Event
- Edit an Event
- Delete an Event
- Link to Outlook
- Copy an Existing Outlook Calendar to SharePoint
- Should I use Outlook or SharePoint?

Chapter 7 - Clean Up

- Delete an App
- Recover the App from the Recycle Bin
- Delete a Subsite
- Delete the Main Team Site
- Stop Following the Deleted Site