

# MICROSOFT SHAREPOINT SERVER 2010-2013 END-USER COURSE



## Course content

### Introduction to SharePoint

- > Overview of SharePoint
- > Sites and Site Collections
- > Web Parts/Lists/Libraries
- > Recycle Bin
- > Alerts
- > Connecting to Outlook

### SharePoint Lists

- > What are Lists
- > Using Lists
- > List Views
- > Exporting Lists

### Workflow

- > What is Workflow
- > Starting a Workflow
- > Verifying Workflow Status

### SharePoint Libraries

- > Document Libraries
- > Picture Libraries
- > Forms Libraries
- > Uploading Documents
- > Saving Documents
- > Check-In/Check-Out
- > Document Versioning
- > Document Metadata
- > Document Approval
- > Using Library Views

### Search

- > Site Search
- > Advanced Search
- > People Search

### Managing Other Content

- > News
- > Surveys
- > Wikis
- > Blogs

## Course objectives

This 1-day course will allow the delegate to create and manage documents, create and use lists, use web parts and search for information. This course is for end-users who are required to use SharePoint as part of their daily work processes.

## Course type

Instructor-led hands on training with all delegates using a computer.

## Course duration

One day

## Pre-requisites

Delegates should have a good depth of knowledge of Internet Explorer and be familiar with basic Microsoft Office functionality.