



4D Group

## SharePoint (End user)

### Who would benefit?

This course is designed for anyone who requires an awareness of SharePoint.

### Objective

This course is designed for end users who have SharePoint but do not understand the business benefits of utilising the software. It will give an overview of the main features of SharePoint and how delegates can collaborate with other users to produce documents, surveys and more.

### Content

- The Fundamentals
  - Accessing SharePoint Services
  - Logging in to your user
  - The SharePoint environment
  - Understanding User Groups
- Sharing Documents
  - Creating Libraries
  - Creating / Managing Document Folders
  - Creating new documents
  - Uploading existing files
- Version Control
  - Checking out documents
  - Editing documents in Microsoft Office
  - Checking in a new version
  - Version History
  - Alerts
  - Discussing a Document
- Managing Pictures
  - Creating a Picture Library
  - Picture Library options
- Managing Lists
  - Working with Tasks
  - Working with Contacts
  - Working with Events
  - Making Announcements
  - Managing Links
- Surveys
  - Create a Survey
  - New Survey Options
  - Survey Permissions
  - Completing a Survey
  - Viewing Survey results
  - Alerts
  - Editing Survey Questions

### Duration

One day