



Microsoft SharePoint Server 2013-2016

Introduction for Site Users

Course ISI-1342C 1 Day Instructor-led, Hands-on

Course Description

This course is designed for existing Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, who will need to access information and collaborate with team members on a Microsoft SharePoint team site.

In more professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft SharePoint is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track and advance issues and topic most important to you and collaborate with colleagues more effectively.

Course Objectives

Upon successful completion of this course, knowledge workers in a variety of business environments will be able to effectively utilize resources on a typical SharePoint Foundation team site in the course of performing normal business tasks. They will:

- Access and navigate SharePoint content.
- Add, upload, modify, search for and preview documents in document libraries.
- Add and modify items in lists, configure list views, and filter and group lists.
- Create and update your profile; tag, share, and follow content on your personal sites; and create and manage a personal blog.
- Access, create, save, and manage document versions and synchronize data with Microsoft Office applications.
- Synchronize SharePoint data, work offline, and access data from a mobile device.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Prerequisites

To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2007, 2010, or 2013 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Microsoft Windows Level 1
- Any or all of the courses in the Microsoft Office 2010, 2013 or 2016 curriculum.

Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Course Content

Module 1: What is SharePoint?

- Defining SharePoint
- Different versions of SharePoint
- Exploring a SharePoint team site

Module 2: Posting Content on Basic Lists

- Posting newsfeed items
- Posting calendar items
- Creating links
- Creating tasks
- Editing content
- Using the Datasheet View
- Adding announcements

Module 3: Working with Document Libraries

- Purpose of document libraries
- Creating a file in a document library
- Uploading existing files
- Using Windows Explorer to upload files and folders
- The check-out and check-in process
- Searching for documents

Module 4: Picture Libraries and Wikis

- Working with picture libraries
- Exploring picture library views
- Creating a Wiki page

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- Looking at Wiki page history

Module 5: Collaboration Through Discussions

- Using discussion boards
- Posting to Blogs

Module 6: Alerts and Synchronization

- Creating alerts
- Editing alerts
- Synchronizing with Outlook

Module 7: Personalizing SharePoint

- Creating personal views
- Adjusting personal settings