



# Microsoft SharePoint Server 2019/ Online Introduction for Site Users

Course ISI-1542      1 Day      Instructor-led, Hands-on

## Course Description

This one-day, instructor-led 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 topics 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.
- Post content on basic lists
- Work with document libraries
- Picture libraries with Wiki pages
- Collaboration through discussions
- Alerts and synchronization
- Personalizing SharePoint

## Prerequisites

To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 10 and any or all of the Microsoft Office suite components, plus basic

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competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following courses:

- Microsoft Windows Level 1
- Any or all, of the courses in the Microsoft Office 2013, 2016 or 2019 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 a news post
- Posting calendar items
- Creating links
- Creating tasks
- Editing content
- Using the Quick Edit 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
- View past versions of documents
- Deleting/restoring a document
- Searching for documents

### **Module 4: Picture Libraries and Wiki Pages**

- Working with picture libraries
- Exploring picture library views
- Creating and editing a Wiki page
- Looking at Wiki page history



## **Module 5: Collaboration Through Discussions**

- Using discussion boards
- Replying to a discussion
- Editing/deleting discussions

## **Module 6: Alerts and Synchronization**

- Creating alerts
- Editing alerts
- Synchronizing with Outlook

## **Module 7: Personalizing SharePoint**

- Creating list or library views
- Creating personal views