COMPUTER SYSTEMS: SHAREPOINT PROGRAM

QS/SP 800
SHAREPOINT FOR GENERAL USERS

Course Description
Microsoft SharePoint is a web-based collaborative tool that allows individuals to interact as groups as well as manage and edit a wide range of shared information, such as documents, lists and calendars. Data in SharePoint can be created either for temporary or permanent content of information. This course uses easy steps and concise, straightforward instruction to show the most expedient ways to learn a skill or solve a specific problem.

General Course Purpose
This course is designed to introduce individuals to SharePoint and a variety of its features. You will be able to create and edit content on a SharePoint site, as well as create your own SharePoint Home Page and access SharePoint through Microsoft® Office applications.

Course Prerequisites/Co-requisites
High school diploma or GED, Microsoft Office Suite & Type 25 WPM

Course Objectives
Upon completion of this course, the student should be able to:

- Understand how to access & navigate SharePoint sites
- Configuring SharePoint Profiles
- Effectively use the collaboration technology
- Use Microsoft Office and interface elements
- Work with documents, Content, Libraries and Applications
- Use Microsoft Office Web Applications
- Use office applications
- Use document check in and check out functions
- Manage document version control and recovery
- Access SharePoint data from Outlook

Major Topics Covered
a) Organization, and interface with social media such as Facebook, Twitter, and Yammer
b) The Header, the Robbin, quick launch sections, and page areas
c) List of libraries and Apps essentials
d) The Browser
e) Organizing people, work, documents, calendars, and events
f) Contacts
g) Site Contents
h) Document recovery
i) How to use Microsoft office Web Applications for integration with SharePoint
j) Using information management policies, auditing, barcode and expiration
k) Collaborating with Blogs