



Microsoft SharePoint

Using MS SharePoint to efficiently manage the day to day running of your organisation



Topics Covered:

Windows SharePoint Services

- What Is Windows SharePoint Services?
- Logging in to a SharePoint site
- Overview of a SharePoint site

Showcase Example Site

Navigating a SharePoint Site

- Navigating the Home Page & SharePoint Site
- Navigating the Site Hierarchy
- Browsing Lists on a SharePoint Site
- Browsing Document Libraries
- Understanding Web Part Pages
- Using the Recycle Bin
- Customizing the Top Navigation Area
- Customizing the Left Navigation

Creation of ACME SharePoint Site

- Setting up the site
- Utilizing colors and groups
- Creating web parts
- Document and Picture Libraries
- Calendars
- Surveys
- Removing un-needed sections

Using functions of Web Parts

- Document Library
 - Uploading documents
 - Starting Workflow
 - Setting up alerts
- Picture Library
 - Uploading Pictures
 - Setting up a Logo
- Calendar
 - Creating Events
 - Setting up Alerts
 - Assigning Tasks
- Survey
 - Set up Questions
 - Complete Survey (to be done on main training site)
 - Review Results

Using a Completed Site

- Logging in as End User
- Permissions
- View Customization

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731

Albany Creek QLD 4053

Email: info@envisagetraining.com.au

Web: www.envisagetraining.com.au

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Duration:

1 Full Day or 2 x ½ Day Sessions

Who should attend:

Ideal for a person who is interested in getting more out of using SharePoint Services in their organisation. Also ideal for a person who is interested in setting up and managing a SharePoint site for their work or home group.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of Microsoft applications. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Office
- Professional Development
- Adobe Dreamweaver