



TRAINING AGENDA

SharePoint Training & Discovery Days

SharePoint Overview

- **Introduction** – What we'll cover in the session.
- **What is SharePoint** – Introduction to the type of Platform SharePoint is, uses and real world examples.
- Intranet
- Extranet
- Project Management
- CRM
- Business Process Automation
- SMB Management Portal

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Using SharePoint

- **Logging in**
- **Home Page**
- **Navigation**
 - Top Navigation (Tabs)
 - Quick Launch
 - Quick Links
 - Ellipsis
 - Search
 - Managed meta data
- **Contextual Ribbon**
 - Browse, Page & Publish
 - Browse, Document & Library

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Managing Content

How do you create a new site?

- **Creating Sites**
 - Add Page
 - Templates
 - Look & Feel

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Using sites

- **Lists & Libraries**
 - Filtering
 - Views
 - Explorer View
 - Alerts
 - Accessing Documents
 - Editing Documents
 - Sharing documents
- **Site Notebook**
- **Site Mailbox**
- **Offline Content**
 - Export to Excel
 - Connect to Outlook
 - Library Sync

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Creating Lists

- **List Templates**
 - Task
 - Calendar
 - Contacts
- **List Structure**
- **Columns** (meta data)
 - Create a column
- **List Items**
 - Create a list item
 - Edit a list item
- **Views**
 - Filtering

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Managing Libraries & Documents

- **Document Libraries**
 - Version Control
 - Meta data (columns)
 - Adding Documents
 - * Drag & Drop
 - * Upload
 - * New
 - * Save As, from local system
- Content Types
- Editing
 - Co-authoring
- Folders
- Alerts

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Creating New Pages

- **Creating Pages**
 - Add Page
 - Page / Text Layout

Adding content to pages

- **Inline Editing**
- **Adding Hyperlinks**
- **Tables**
- **Apps / Web Parts**
 - Add an App
 - Editing / Modifying an App
- **Adding You Tube Videos**

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Uploading Pictures

- **Picture Libraries**
 - Meta data
- **Adding Pictures**
 - Upload
 - Amending Properties
 - Location of Picture
- **Adding Pictures to Pages**
 - In Page Image Content Place Holders
 - In Free Text Area
- **Amending / Changing Pictures**
 - Once Images are on the page they can be amended in place

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Back End Structure

- **Cog**
- **View All Site Content**
- **Site Settings**
 - Permissions
 - Site Admin
 - Look and Feel
 - Site Actions

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Q & A Session

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