



SharePoint Introduction

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving, and closing files, and creating folders.

Introduction to SharePoint

- What is SharePoint
- Who uses SharePoint
- Logging into SharePoint sites
- Navigating typical SharePoint sites

Viewing SharePoint Parts

- Lists
- Documents
- Libraries
- Web Parts
- Web discussions, Blogs, & Wikis

Navigating Typical SharePoint Views

- Site Hierarchy Explained
- Metadata
- Searching the sites
- View Options
- Using Actions

SharePoint Lists

- Adding, Editing, & Deleting List items

Working with Document Libraries

- Upload documents
- Document Check In and Check Out
- Downloading a document

Document and Meeting Workspaces

- Navigating a Document Workspace
- Navigating a Meeting Workspace Home

Page

- Customizing SharePoint
- Setting Alerts