301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

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PHOENIX TS

SharePoint End-User Training

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This training is intended teaches skills for various types of SharePoint users, including how to use the team collaboration, document management and social features of Microsoft SharePoint 2013.

This course is customized to work within DISA DEPS Governance.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

SharePoint Overview

- What is SharePoint?
- Team Collaboration
- Document Management
- Web Sites
- Social Features
- SharePoint Security

Accessing SharePoint

- Logging onto SharePoint
- The Suite Bar
- The SharePoint Screen
- The Title area crumb trail
- Following and returning to sites
- The SharePoint Ribbons
- Quick Launch and Web Parts
- Regional Settings
- DISA DEPS Architecture and Site Navigation
- Exporting metadata

SharePoint Libraries

- Posting Reminder
- What is a record?
- Document Libraries
- Ribbon options and the “Open Menu” link (...)
- Accessing Documents
- Office Web Apps
- Checking Out Documents
- Deleting Documents and the Recycle Bin
- Creating and Managing Alerts
- Uploading Documents
- Blocked File Types
- Creating Folders
- Creating New Documents
- Versioning
- List and Library Views
- Asset and Picture Libraries

SharePoint Lists

- SharePoint Lists
- Working with Custom Lists
- Working with Task Lists
- Using Task Lists to manage team tasks
- Adding and Updating Tasks
- Using Task Views

- Synchronizing Task Lists with Outlook
- Working with SharePoint Calendars
- Calendar Navigation and Views
- Adding Calendar Events
- Dealing with long lists of events
- Synchronizing SharePoint Calendars with Outlook
- External Lists

Search

- Searching SharePoint
- What is searchable
- Search results and refiners
- Search Tips and Tricks

SharePoint Wikis

- Uses of a Wiki
- Editing Wiki Articles
- Working with Wiki Version Tracking
- Wiki Views

Discussion Boards

- SharePoint Discussion Boards
- Reading, creating and responding to discussions

Community Sites

- Community Sites
- Requesting Access
- Joining the Community
- Exploring Topics
- Posting and Replying
- Best Replies and Alerts

SharePoint End-User Training FAQs

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Who should take this training?

This course is intended for SharePoint end users, site owners and power users, administrators and developers.

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Starting at **$1,120**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

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Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **SharePoint End-User Training**

- 1 days instructor-led training
- SharePoint End-User Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

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