

Class Title: Intermediate Microsoft SharePoint

Duration: 2 Days

1. Managing Sites, Pages and Web Parts

- 1.1 Create a Team Site
- 1.2 Use Site Collection Assets and Site Collection Images
- 1.3 Manage Page Navigation
- 1.4 Add and Modify Web Parts
- 1.5 Use Excel Web Access Web Part

2. Management Tools for Site Owners

- 2.1 Use the Content Organizer and Drop Off Library
- 2.2 Information Management Policies
- 2.3 Create and Manage Site Columns
- 2.4 Create and Manage Content Types
- 2.5 Use Document Sets

3. Building Forms with InfoPath

- 3.1 Exploring the InfoPath Workspace
- 3.2 Creating Form Templates from SharePoint Lists
- 3.3 Understanding and Modifying Data Sources
- 3.4 Creating Forms from Scratch
- 3.5 Inserting Text Controls, Data Pickers, and Check Boxes
- 3.6 Using Tables and Sections for Repeating Data
- 3.7 Calculating a Value with Form Data
- 3.8 Testing a Template
- 3.9 Creating Views
- 3.10 Creating SharePoint Form Libraries
- 3.11 Configure Forms for Library Submission
- 3.12 Export Form Data and Analyze