

**Class Title:** Introduction to Microsoft SharePoint

**Duration:** 2 Days

- 1. Using SharePoint Sites**
  - 1.1. Navigating the Web Interface
  - 1.2. Locating Site Content
  - 1.3. Establish a User Profile
- 2. Creating SharePoint Sites**
  - 2.1. Planning the Site Structure
  - 2.2. Using Site Templates
  - 2.3. Managing Site Permissions
  - 2.4. Editing Site Settings
  - 2.5. Establishing Site Navigation
  - 2.6. Designing a Team Site Home Page
  - 2.7. Adding Images
  - 2.8. Choosing a Look and Feel
- 3. Creating SharePoint Lists**
  - 3.1. Announcements Lists
  - 3.2. Contacts Lists
  - 3.3. Task Lists
  - 3.4. Integrate Lists with MS Office Applications
  - 3.5. Subscribe to Alerts
  - 3.6. List Columns and Column Validation
  - 3.7. Customizing Views
- 4. SharePoint Libraries**
  - 4.1. Creating Document Libraries
  - 4.2. Managing Documents with Check In/Check Out
  - 4.3. Using Document Versions
  - 4.4. Folder and File Management in Libraries
  - 4.5. Picture Libraries
  - 4.6. Video Libraries
  - 4.7. Adding Video to SharePoint Pages
  - 4.8. Integrating Libraries with MS Office Applications
- 5. Collaborating with Team Members**
  - 5.1. Create Documents and Team Workspaces
  - 5.2. Discussion Boards
  - 5.3. Shared Calendars
  - 5.4. Surveys