

Windows SharePoint Services – End Users Introduction

Course duration:	1 or 2 days depending on topics required
Course timings:	9:30-4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Course Topics

Using SharePoint

Information management with SharePoint • The Web Interface

Creating a Team Website and working with lists

Working with Tasks • Working with Contacts • Working with Events • Making Announcements
• Managing Links

Working with the Shared Documents library

Creating new documents • Uploading existing files • Managing Document Folders

Document change control

Checking out documents • Editing documents in Word • Checking in a new version •
Version History • Managing Document Folders • Alerts • Authorisation

Other types of document libraries and lists

Pictures

Creating a Picture Library • Picture Library options

Surveys

Create a Survey • New Survey Options • Survey Permissions • Completing a Survey •
Viewing Survey results • Alerts • Editing Survey Questions

Discussion Boards

Viewing discussions • Threaded and Flat Views • Creating a new Discussion Board • Starting
a new Discussion • Posting a Reply • Alerts

Introduction to customising your site

Adding webparts • Changing the theme

Workspaces

The Document Workspace • The Meeting Workspace

Integration with the Office 2003 suite.

Integration with Outlook 2003

Web Discussions