MOUSELITERATE

SharePoint End User Course Outline

A basic understanding Microsoft Office applications and Windows is required. The candidate must be able to work with multiple windows and have a basic understanding of file storage on a computer.

Session One

Introduction to SharePoint

- ☐ What is SharePoint
- ☐ Accessing SharePoint
- ☐ Navigating a site using the quick launch
- ☐ Following a site
- ☐ Using help

Introduction to OneDrive for Business

- ☐ Uploading files
- ☐ Creating folders and files
- ☐ Viewing the Excel object model
- ☐ Editing and sharing files
- ☐ Synchronising your library
- ☐ Deleting files and folders

Document Libraries

- ☐ Using check in and out
- ☐ Version history
- ☐ Restoring an earlier version
- ☐ Creating an alert on a document and library
- ☐ View and edit file properties

Session Two

SharePoint Lists

- ☐ Adding a list
- ☐ Adding to the list
- ☐ Adding columns

Content

- ☐ Creating content types
- ☐ Changing the template
- ☐ Using a document set content type

Sites

- ☐ Creating a site
- ☐ Changing the theme and adding a logo
- ☐ Changing the look options

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