



## Microsoft SharePoint Basic

Microsoft SharePoint is a server application that is used as a secure place to store, organize, share and access information from any device. SharePoint enables you to collaborate efficiently, manage documents and web content. Extensive web or intranet applications can be built with SharePoint. In this course you will get acquainted with the SharePoint environment, learn how a SharePoint site is built and how to manage an existing SharePoint site. You will also learn more about subsites, lists and libraries.

### Course duration

The duration of this course is two days, each day covers six hours.

### Audience and prerequisites

This end-user course provides the participant with knowledge about using SharePoint. Think about creating, editing and discarding documents, images, pages, wikis and announcements. Technical aspects will not be discussed during this course. The required prior knowledge is to have experience with Microsoft's operating system (Windows).

### Summary

#### General

- What is SharePoint
- Frequently used terminology
- Structure and navigation
- Sites and workspaces
- Screen parts



- Types of information
- Working with SharePoint

### Documents

- Open to read
- Open to edit
- Creating a new document
- Upload
- Document versions
- Send by email

### Search

- Simple search
- Advanced search

### Warnings

- Setting and deleting alerts

### Libraries and lists

- Lists
- Libraries

### Management of sites and subsites

- Navigation
- Site settings
- Themes

### Web parts

- Creating a site
- Delete site
- Adjusting colours in sites
- Introduction My Site
- My site