



## Microsoft SharePoint Introduction

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### **Introduction**

An introduction to SharePoint. Opening, navigating and searching SharePoint sites.

### **Document Management**

Introduction to document libraries and lists. Using Check-in/Check-out. Viewing and editing document properties and version histories.

### **Folder Management**

Creating, viewing and deleting folders. Moving items into folders.

### **Recycle Bin**

Accessing, deleting and recovering items from the Recycle Bin.

### **Using SharePoint with Outlook**

Creating and adding alerts to Outlook.

### **Basic Office Tasks**

Opening a document pane, publishing a file to a workspace.

### **Managing list and libraries**

Creating, enabling and managing lists and libraries. Exporting list data to a spreadsheet. Using column sorting and filtering. List and Library views.

### **Creating Sites and Pages**

Create a SharePoint site or subsite. How to add pages with dynamic content to the SharePoint site.

### **Users and groups**

Managing users and groups. Recognising permissions in SharePoint.