

## *Training to Deliver*

### **SharePoint Site User**

#### ***Course Summary:***

The course will cover the following topics;

- How to navigate and search SharePoint sites
- How to work with document libraries and lists
- How to add and modify content
- How to use document management features
- How to use the recycle bin
- How to set and manage alerts
- How to manage lists
- How to use workflows
- How views are used in SharePoint
- How to use document and meeting workspaces
- How to contribute to Wiki and Blog sites

#### ***Delegate Profile***

This course is aimed at end users who will look at content within a SharePoint site, as well as editing and contributing to existing content..

<b>Course Code</b>	<b>Times</b>	<b>Length of Course</b>	<b>Venue</b>
CPS 731	9.30 – 4.30pm	1 Day	To be confirmed

#### ***Do I need to bring anything?***

Note taking material will be provided.