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SharePoint 2013 for End Users

Course Description

This 1-day course is designed for individuals who need to be able to access, read, add, and edit data on a SharePoint team site. In this course, you will create and edit content in a SharePoint team website and explore tools to help you keep track of the content.

Duration: 1 day

Day 1 SharePoint End User

Chapter 1: What is SharePoint?

- Defining SharePoint
- Different versions of SharePoint
- Exploring a SharePoint Team Site

Chapter 2: Posting content on basic lists

- Posting newsfeed items
- Posting calendar items
- Creating links
- Creating tasks
- Editing content
- Using the datasheet view

Chapter 3: Working with document libraries

- Purpose of document libraries
- Uploading existing files
- Using windows explorer to upload files and folders
- The check-out and check-in process

Chapter 4: Picture libraries and wikis

- Working with picture libraries
- Exploring picture library views
- Creating a wiki page
- Looking at wiki page history
- Chapter recap

Chapter 5: Collaboration through discussions

- Using discussion boards
- Posting to blogs