

## **Microsoft SharePoint – End User Training**

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In this SharePoint End User training class, you'll gain a solid understanding of working in the SharePoint environment. The course covers basics including working with lists and libraries and creating list and library views and then moves on to working with sites, page content, forms, and site columns. You will also learn to integrate SharePoint with other Office programs.

### **Navigate a SharePoint Team Site:**

- Team Site Navigation
- Understand the Team Site Layout
- Be able to navigate within a Team Site

### **Create SharePoint lists:**

- Understand what List Templates are
- Know how to work with default lists in a Team Site
- Know how to create a new list from a List Template
- Know how to create a custom list
- Know how to add columns to a list
- Know how to link data from separate lists
- Customize SharePoint lists

### **Create SharePoint libraries:**

- Library Basics including creating, managing and working with libraries
- Working with Lists and Library Views
- Manage library document versions
- Create SharePoint list and library views

### **Miscellaneous features including:**

- Working with sites
- Working with and creating page content
- Working with Form libraries
- Create Site columns and content types
- Integrate Office applications with SharePoint 2010