

# SharePoint for the Information Worker

Course Length: 1 day

## Course Content

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### **Lesson 1** – Understanding SharePoint

- Understand Windows SharePoint Services and Team Sites
- Navigate a WSS Team Site
- Explore a WSS Team Site's contents
- About SharePoint Permissions

### **Lesson 2** – Work with Document Libraries

- Overview of Document Libraries
- Check Documents In and Out of a Library
- Delete a Document from a Library

### **Lesson 3** – Work with Announcements, Calendars, and Contacts

- Create an Announcement
- Work with Calendars
- Work with Contacts List

### **Lesson 4** – Work with Tasks

- Understand SharePoint tasks
- Sort and filter a list
- Attach files to list items
- Use Views

### **Lesson 5** – Work with Meeting Workspaces

- Create an Independent Meeting Workspace
- Create an event-specific Meeting Workspace

### **Lesson 6** – Participate in Team Discussions, Blogs, and Wikis

- Use a Discussion Board
- How to Start a Discussion Topic
- How to Edit a Discussion Board Post
- How to Change the View in a Discussion Board
- Understand what a blog is
- Write a blog post
- Leave a comment on a blog post
- Understand what a wiki is
- Create a forward link in a wiki
- Edit a wiki page
- Create and manage SharePoint Alerts
- Subscribe to RSS feeds