



Synergy Productivity Training Series

SharePoint Information Worker

Course Outline

The purpose of this day long course is to educate course attendees on key information worker capabilities in SharePoint. SharePoint offers significant advantages over the previous SharePoint version offerings by allowing Information Workers to more easily interact with the SharePoint platform via the browser. It assists greatly in helping to organise, discover and manage information assets. This course highlights the essential SharePoint skills required to meet and exceed the needs of an organisation's information management goals.

Skills Gained

After completing the course students will:

- Understand the SharePoint user environment
- Have the knowledge and practical skills of the new features in SharePoint
- Have a working knowledge of how to Navigate and Search within SharePoint
- Know how to find, share and connect with information
- Be able to use SharePoint lists for routine information management tasks
- Learn how to work with core document management capabilities of SharePoint
- Know how to expose, manipulate and design Views of lists and libraries for end-users
- Be able to connect to co-workers and information using social networking
- Understand how to interact with SharePoint from both Microsoft Office client applications and Microsoft Office Web applications.

Target Audience

The class is geared towards entry level SharePoint users. This includes individuals who have no exposure to SharePoint or individuals that have a working knowledge of the SharePoint environment as a user but desire a more comprehensive and structured knowledge of SharePoint's functionality.



Prerequisites

Students attending this class should have basic skills in computer usage. Attendees should have literacy with basic document management, email, and Internet web browsing. Attendees should also be familiar with Microsoft Office applications, either the 2010, 2013 or 2016 versions.

1. Intro to Course / Training

- What is SharePoint?
- Demonstrations of Sharepoint Examples & Case Studies
- Typical Business Uses
- Who is an Information Worker? How does the Info Worker fit in with other SharePoint roles?

2. Introduction to SharePoint

- Features and demonstrations of SharePoint features
- Basic understanding of Site Collections, Sites and Subsites, SP Content and Permissions.
- Understanding SharePoint structure and its templates

3. Navigation and Search

- Site Navigation
- Site Template Comparison
- SharePoint Search
- People Search
- Search Result Options

4. Lists

- Creating Lists
- List Navigation & List Template comparison/use
- Item Management (Ribbon and ellipsis navigation – add, edit, delete, alerts, etc)
- Columns
- Filtering and Viewing content
- My Tasks
- Sharing



5. Libraries

- Creating Libraries
- Library Navigation & Library Templates comparison/use
- Document Management (Ribbon and ellipsis navigation – add, edit, delete, alerts, etc)
- Drag and Drop
- Versioning
- Content Approval
- Filtering and Viewing content
- Recycle Bin (Site Contents)
- Sky Drive Pro Sync
- Site Mailbox

6. Social

- User Profile, MySites and Personal Content
- Sharing
- Task Aggregation on MySite
- Blogs and wikis
- Microblogging (commenting, hash tags, likes)
- Community Sites, Activity & News Feeds, Status Updates, Mentions/Trending /I'm Following
- Discussions & Communities (Achievements, reputation & badges)

7. MS Office

- Office 2016/2019 Word Integration with SharePoint
- Office 2016/2019 Excel Integration with SharePoint
- Office 2016/2019 PowerPoint Integration with SharePoint
- Office 2016/2019 Project Integration with SharePoint
- Office 2016/2019 Integration with SharePoint
- Publishing and Sharing Content to SharePoint (Office Trust Centre)