

# SharePoint Training: Managing Documents Productively (SDOCM, 1 jours)

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## Description

The course Managing Documents Productively (SharePoint Training) explores document management with SharePoint. The training includes working with SharePoint to create & customize document libraries. The course covers custom content types, custom fields, working with document metadata and SharePoint search.

## Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

About SharePoint Document Management	.....
Introduction to SharePoint Document Libraries	
Exploring the Document Authoring Process	
Configuring a Document Library for Versioning	
Configuring a Document Library’s Version History	
Configuring a Document Library for Content Approval	
Using Metadata for Document Classification	
Working with Documents in Microsoft Word	.....
Opening a Document and Setting Properties	
Checking a Document Out	
Modifying a Document and Tracking Changes	
Checking a Document In	
Publishing a Document Version	
Adding Appropriate Notes	
Restoring a Previous Document Version	
Common Mistakes in SharePoint Document Management	
Sharing and Collaboration	.....
Adding Document Notes	
Making use of Track Changes	
Reviewing Changes and Accepting or Rejecting them	
Making use of Online Collaboration	
Sharing a Document with another Party	