SETC Training Corporate Logo

# SharePoint Training: Essential Concepts (SPTHELP, 1 jours)

## Description

The course Essential Concepts (SharePoint Training) focuses on the administration of SharePoint portals & sites. The training begins with a high level discussion of SharePoint site architecture. The course includes a thorough exploration of SharePoint lists & document libraries, document versioning, page creation & authoring as well as the creation and use of SharePoint sites. The course concludes with a discussion on security users & groups.

## Tarifs

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

## Plan de cours

SharePoint Navigation

  The Main Screen

  Understanding SharePoint Content

  Finding Content in SharePoint: Lists

  Finding Content in SharePoint: Libraries

  Searching for SharePoint Content

  Overview of the Ribbon

  Manipulating Data with the Ribbon

  Manipulating Lists with the Ribbon

  Manipulating Libraries with the Ribbon

SharePoint Content: Lists

  Understanding Lists and their Content

  Editing List Items: Single and Multiple

  Adding List Items to an Existing List

  Deleting List Items from an Existing List

SharePoint Content: Libraries

  Understanding Libraries and their Content

  Editing Documents

  Adding Documents to an Existing Library

  Deleting Documents from an Existing Library

Document Versioning

  About Document Versioning: A User Perspective

  Checking Files Out

  Checking Files In

  Restoring a Previous Version

  Managing Versioning Settings

SharePoint Configuration

  Accessing Configuration Pages

  Configuring Libraries

  Configuring Lists

  Configuring Sites

  Other Configuration Options

SharePoint Security

Overview of SharePoint Security

Adding Users to a Site Collection

Managing Permission Sets

Managing Permission Inheritance

Working with Pages

About Pages and Document Libraries

Modifying Pages: Adding and Removing Web Parts

Exploring Out of the Box Web Parts

Managing Web Part Instances on a Web Part Page

Troubleshooting Lab

Participants will be asked to troubleshoot a series of problems in a SharePoint Environment.