

Course Title	SharePoint Workshop for End Users
Course Code	SPWS_ENDUSER-012018-001
Objective	<p>The SharePoint Fundamentals class presents all the essential SharePoint features and information organization decision points. The course does not require any prior knowledge of SharePoint.</p> <p>If you've already been working with SharePoint, the course will clear up areas that might be confusing and introduce you to new not so obvious functionality.</p> <p>This is a theory, demo and hands-on lab sessions. 170 minutes of lab time. Training material of 115 pages will be provided.</p>
Target Audience	End User
Benefits	<ul style="list-style-type: none"> • Learn to use sites, lists, columns, views, versions, alerts • Use document libraries and versions • Utilize metadata and folders together to make content findable and manageable • Manage permissions, site templates, features, and recycle bin • Understand the different page types and expose the right information using web parts • Use newsfeed to follow colleagues' activities, and share expertise through user profile • Learn out of box approval workflows
Duration	1.0 days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	Alfa Connections Office or Microsoft Office
Class Size	Up to 8 attendees to have an effective learning experience

Technology	SharePoint Online / SharePoint On-premise
Notes to Attendee	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013/2016 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>
Topics	<ol style="list-style-type: none"> 1. Definitions, History, and Expectations <ul style="list-style-type: none"> • Definitions • History • Editions 2. Finding Content <ul style="list-style-type: none"> • Global Navigation • Site Navigation • List Navigation 3. Lists <ul style="list-style-type: none"> • Columns • Filters • Metadata navigation • Views • Form configuration • Versions • Alerts • Settings 4. Documents <ul style="list-style-type: none"> • Columns • views • managed metadata • Editing documents • Versions • Settings 5. Tasks <ul style="list-style-type: none"> • Organize for project management • Indents • Timeline • Stay informed • Email notifications • My tasks • Connect to Outlook

	<p>6. Calendars</p> <ul style="list-style-type: none">• Views• Connect to Outlook• Overlays in SharePoint• Settings <p>7. Basic Workflows</p> <ul style="list-style-type: none">• Definitions• Review and Approval workflows• Create workflow association• Start a workflow on an item• Participate in a workflow <p>8. Web Parts, Apps, Pages</p> <ul style="list-style-type: none">• Web Parts• Apps• Types of Pages <p>9. Project: Libraries and Lists</p> <ul style="list-style-type: none">• Setup Research Papers library with folders and metadata• Setup Area for Industry Clinic project management
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.