Course description

CHV720
SharePoint
Sites for End User

Course goal
- Awareness of the Sites concept (formerly “Team Space”)
- Knowledge about available components
- Handling of the most recently used components
- Get to know characteristics of other components

Participant profile
People who need to work actively with Sites.
People who want to get an overview on basic functionality and visualization.

Prerequisites
Familiar with computer, MS Office and internet.
No detailed skills required.

Course type and methods
Classroom training;
Lectures, group work, practical exercises (some loaned computer available)

Topics
- Terms & conceptual overview about SharePoint and Sites
- How to get a Site
- Navigation, ribbons
- Document handling
- Calendar & tasks
- To be up to date on content changes
- Integration with other Office 365 software

Duration
½ day