

# SharePoint for the Front End User

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GWE10403

1 day

**Course Description:** This one-day course will teach non-IT administrators how to create a SharePoint site and covers topics such as knowledge management overview and considerations, adding logos, creating web parts, workspaces, customizing views, creating content libraries, and entering and labeling content.

**Audience:** Non-technical individuals who want to design, edit and manage content on a SharePoint site once the backend SharePoint server has been set up.

**Prerequisites:** Proficient in using a mouse and keyboard, familiarity with Word and Excel programs.

## Course Contents

### Exploring SharePoint

- Navigation
- Home Page Navigation
- Searching for a Document
- Accessing a Link
- Adding Calendar Appointment
- Taking a Survey
- Add a Contact
- Sort a Contact List
- Respond to a Discussion Board Posting
- Viewing All Site Content
- Editing Pages View
- My Settings
- Considerations When Building a SharePoint Site

### Developing a Homepage

- Web Parts
- Creating an Image Library
- Adding a Logo Web Part

### People & Permissions

- Groups
- Authentication vs. Authorization
- Creating Groups
- Email a Group
- Setting Permissions
- Edit User Permissions
- Library Level Permissions
- Folder Level Permissions
- List Item Level Permissions
- Reports
- Site Usage Reports
- Alert Reports

### Creating Child Sites & Workspaces

- Meeting Workspaces
- Meeting Workspaces
- Linking a Calendar Appointment to a Meeting Workspace
- Document Workspaces

- Adding Announcement Web Parts
- Adding Additional Announcements
- Content Editor Web Parts
- Re-Organizing Web Parts
- Editing a Web Part
- Deleting a Web Part
- Working with Lists
- Adding a Contacts Web Part
- Populating a Contact List
- Adding a Calendar Web Part
- Changing the Calendar View
- Adding a Discussion Board Web Part
- Posting a Discussion Board Item
- Additional List Features & Customizations
- Attaching Documents to List Items
- Editing List Columns
- Deleting Columns
- Changing Column Views
- Setting up Alerts

## Additional Page Features

- Working with Links
- Creating a Links List
- Adding SharePoint Site Pages as Links
- Adding a Links Web Part
- Adding a Link to the Quick Launch
- Deleting a Link from the Quick Launch
- Creating Surveys
- Creating a Survey
- Adding Survey Questions
- Add a Survey Web Part
- Creating Alerts for Survey Responses
- Test the Survey
- Creating a Survey Summary

- Creating a Document Workspace
- Adding Users to a Workspace

## Customizing a Site

- Views Based on a Document Library
- Accessing a View
- Adding a View to the Quick Launch Panel
- Adding a View to the Links Web Part
- Adding a View to the Top Link Bar
- Creating a Client Page/Tab
- Formatting Web Parts
- Customizing the Quick Launch Panel
- Changing Menu Order on the Quick Launch Panel
- Applying a Theme
- Deleting a Site
- Deleting Content – the Recycle Bin
- Restoring Content from Recycle Bin

## Integration with Office Applications

- Adding a SharePoint Calendar to Outlook
- Creating a Meeting Workspace from Outlook
- Adding a Contact List to Outlook
- E-mailing a Contact List
- Importing Excel Spreadsheets
- Customize List Settings
- Exporting to Excel Spreadsheets

## Creating Content

- Content Management Considerations
- Creating a Library
- Creating a Document Library
- Creating Library Filing Structure
- Populating a Document Library
- Editing Document Properties
- Adding Metadata Columns
- Modifying Metadata Columns
- Creating Custom Metadata Columns
- Creating a Multi-Selection Metadata Column
- Creating the Column Order
- Assign Metadata to Documents
- Working with Document Libraries
- Checking Documents In & Out
- Checking Documents In & Out Through Office Applications
- Making Document Check Out Required for Editing
- Automatic Document Versioning
- Accessing Past Versions