



## **Microsoft SharePoint 2013** **For SharePoint Readers**

### Overview:

The skills and knowledge acquired in **Microsoft SharePoint 2013 – For SharePoint Readers** are sufficient for SharePoint users with **Read** permission levels to be able to effectively use and operate SharePoint.

### Learning Outcomes:

At the completion of this course you should be able to:

- understand the basics of **SharePoint** including **SharePoint** sites and their components
- navigate **SharePoint** sites
- work with documents, lists and libraries
- perform searches in **SharePoint**
- use the social networking features
- work with **OneDrive For Business**
- create, modify and delete sites in your personal site

### Prerequisites:

**Microsoft SharePoint 2013 – For SharePoint Readers** assumes little or no knowledge of the software. However, it would be useful to have some experience in using the standard Microsoft Office applications Word, Excel, PowerPoint and Outlook, while a general understanding of personal computers and the Windows operating system environment would also be beneficial.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

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## **Microsoft SharePoint 2013** **For SharePoint Readers**

### **Getting to Know SharePoint**

- What Is SharePoint
- Course User Accounts
- Starting SharePoint
- Core Elements of a SharePoint Site
- SharePoint Sites
- Team Sites
- Lists
- Libraries
- Views
- SharePoint Apps
- Signing Out of SharePoint

### **Navigating a SharePoint Site**

- Navigation Elements in a SharePoint Site
- Using the Navigation Bars
- Using Links in the Page
- Displaying All Content in Your Site
- Using the Ribbon
- Navigating to My Site Features
- Navigating to a SharePoint Site From My Site

### **Documents Lists and Libraries**

- Selecting Files and Items
- Reading a Document
- Downloading a Copy of a Document
- Emailing a Link to a Library
- Emailing a Link to a Document
- Exporting Lists to Excel
- Viewing Version History
- Viewing Properties
- Sorting and Filtering Lists and Libraries
- Switching Views in Lists and Libraries
- Switching Views in Calendars
- Tagging a Document or List Item
- Tagging an External Site
- Adding Notes to a Document or List Item
- Managing Tags and Notes
- Creating an Alert on a Document or List Item
- Creating an Alert on a Library or List
- Managing Your Alerts

### **Searching in SharePoint**

- Searching in a Library or List
- The Search Centre
- Searching Anywhere in SharePoint
- Refining a Search
- Performing an Advanced Search
- Searching for People

### **Social Networking**

- Common Social Computing Terms
- Understanding My Sites
- Understanding Your Profile Page
- Editing Your Profile Page
- Checking the Language and Region Settings
- Understanding Your Newsfeed
- Viewing Your Newsfeed
- Following People
- Following Documents and Sites
- Viewing Sites That You Are Following
- Posting to Your Newsfeed
- Mentioning People in Posts
- Using Tags in Posts
- Replying to and Liking Posts
- Changing Newsfeed Settings
- Managing Your Tasks
- Using Your Blog
- Managing Your Blog

### **OneDrive for Business**

- Understanding OneDrive for Business
- Accessing OneDrive for Business
- Uploading Files
- Creating New Files
- Creating New Folders
- Editing Files
- Sharing Files
- Synchronising Your Library
- Deleting Files and Folders

### **Working With Personal Sites**

- Creating a Subsite
- Changing the Appearance
- Adding Apps
- Adding a Page
- Changing the Navigation
- Deleting a Subsite

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