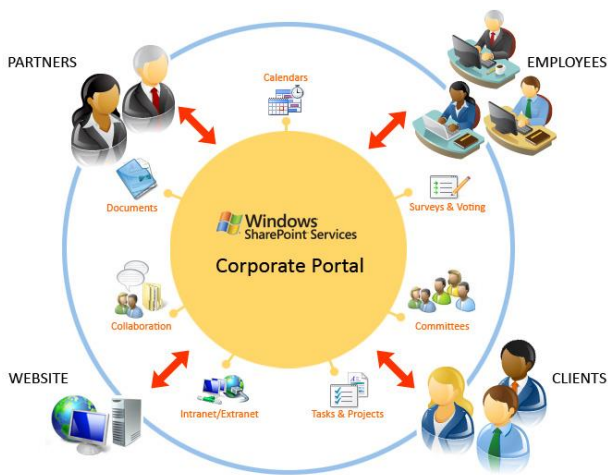




Making Microsoft® SharePoint Work For You



SharePoint is a powerful content management system designed by Microsoft. It allows groups to set up a secure place to store, organize, share, and access information from almost any device. Documents can be stored, downloaded and edited, then uploaded for continued sharing.

WHO SHOULD ATTEND?

The SharePoint End User class is for end users and site owners/managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

WHAT YOU WILL LEARN:

- ★ Learn to navigate a SharePoint Team Site.
- ★ Learn what SharePoint lists are and how to create them.
- ★ Know when and why you should use SharePoint site templates and when you should not.
- ★ Access, create, save, and manage document versions and synchronize data with Microsoft Office applications such as Excel and Access.
- ★ Create SharePoint libraries that organize your data logically.
- ★ Create SharePoint pages and dashboards to deliver reports
- ★ Understand SharePoint list and library views.
- ★ Successfully add sub sites using various SharePoint templates.
- ★ Generate and edit Web page content easily with SharePoint.
- ★ Design InfoPath forms mapped to SharePoint lists and libraries to collect information.
- ★ Learn to create Site columns and content types.
- ★ Manage basic permissions of SharePoint resources to secure your data.

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