SharePoint Content Contributors

Course outline

Basic SharePoint Core

- **Accessing SharePoint sites**

- **Creating shortcuts and favourites to SharePoint sites**

- **Navigation and moving around SharePoint sites**

- **Understanding the basic infrastructure including My Site, My Profile**

Basic Library Permissions

- **Basic Permissions**

- **The SharePoint security model**

- **List and library permission and breaking**

Document Management

- **Uploading, downloading and editing documents**

- **Using drag and drop, explorer and multiple upload**

- **Document management with Check in/out**

- **Document version control**

- **Using Column data (Metadata)**

- **Modifying and creating personal views**

Basic Web Pages

- **Wiki Pages vs Layout Pages**

- **Editing and creating Wiki pages**

- **Creating wiki links**

- **Adding content and images**

- **Creating hyperlinks to other site pages**

- **Creating links to external sites**

- **Publishing features and requirements**

Further Page Features

- **Adding web parts**

- **Using App web parts and specifying views**

- **Using the Content editor web part**

- **Using Audiences to control visual access**