KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint Content Contributors

Learn to navigate SharePoint sites, manage documents and permissions, and build wiki pages with web parts.

5
MODULES

24
TOPICS

COURSE OVERVIEW

This course covers accessing and navigating SharePoint sites, including shortcuts, favourites, and the basic infrastructure of My Site and My Profile. It then addresses library permissions and the SharePoint security model, followed by document management tasks such as uploading, check in/out, version control, and metadata. The course continues with creating and editing wiki pages, adding content, images and hyperlinks, and concludes with further page features such as web parts, the Content editor web part, and audience-based access control.

WHO THIS COURSE IS FOR

- **Content Contributors**
- **Site Members**
- **Document Editors**
- **Page Authors**
- **SharePoint Users**

LEARNING OBJECTIVES

- Access and navigate SharePoint sites using shortcuts and favourites
- Explain the basic infrastructure including My Site and My Profile
- Describe the SharePoint security model and library permissions
- Apply document management tasks such as check in/out and versioning
- Configure column data and personal views for documents
- Create and edit wiki pages with content, images and hyperlinks
- Apply web parts including App and Content editor web parts
- Configure audiences to control visual access to page content

COURSE SYLLABUS

5 Modules, 24 Topics

01

Basic SharePoint Core

TOPICS

- 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

02

Basic Library Permissions

TOPICS

Basic Permissions · The SharePoint security model · List and library permission and breaking

03

Document Management

TOPICS

- 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

04

Basic Web Pages

TOPICS

- 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

05

Further Page Features

TOPICS

Adding web parts · Using App web parts and specifying views · Using the Content editor web part · Using Audiences to control visual access

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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