



# Microsoft SharePoint - Introduction

---

Two-Day Course

Windows

## Course Overview:

In this course you will create and edit SharePoint content in a Windows SharePoint Services Website which allows you to communicate information and collaborate on projects efficiently and cost-effectively. You will then learn to develop and manage your own SharePoint site.

## Course Content:

- The SharePoint environment
- Creating and editing content
- Working with lists
- Using libraries
- Communicating with team members: sharing information and collaborating on projects
- Creating a team site
- Customizing the SharePoint environment
- Using content from the SharePoint site and working remotely
- Conducting basic site administration functions