Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Windows Server, Linux courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

160,00 €

PRICE INCL. VAT

196,80 €

including 23 % VAT

PDF SYLLABUS

Microsoft SharePoint Server for Users

Clear overview of course topics, training scope and key information.

The Microsoft SharePoint for users course is intended for interested participants who work with the MS Office package and want to learn to use the advantages of fast information sharing using MS SharePoint.

COURSE CONTENT

01 **Document Sharing**

document library saving a file to a library editing files in a library issue of multiple opening of a file

02 **Exporting Data from Excel to MS SharePoint**

creating a table obtaining the web address for a SharePoint page exporting a table link to the exported table revision and editing of the table

03 **Creating a Slide Library for Presentations**

advantages of the library required software and rights creating the library adding slides to the library copying and editing slides

04 **Using a Calendar on a SharePoint Page**

calendar placement inserting items into the calendar editing and deleting items in the calendar sending an e-mail with a link to the calendar

05 **Discussion and Conclusion**

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/microsoft-sharepoint-server-for-users