

# INFOSOFT IT SOLUTIONS

## Training | Projects | Placements

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## **DOCUMENT MANAGEMENT COURSE CONTENT**

### **SharePoint Overview**

- SharePoint
- Team Collaboration
- Document Management
- SharePoint Web Sites
- SharePoint Security

### **Accessing SharePoint**

- Accessing SharePoint
- Following Sites
- SharePoint Navigation
- Quick Launch and Other Links
- List and Library Navigation
- The Ribbon
- Regional Settings
- Working with the App Launcher and Following Sites
- Navigating Libraries
- Changing your Time Zone settings

## **SharePoint Libraries**

- Libraries
- Document Libraries
- Document Library Pages and Web Parts
- Document Library Ribbons and Menus
- Opening and Downloading Documents
- Following Documents
- Working with Office Online server and Co-authoring
- Exploring Libraries and Office Online
- Working with the Co-authoring features of Excel
- Working with Checked Out Files
- Creating and Managing Alerts
- Uploading Files
- Creating a New Document with Office Online and Working with Content Approval
- Working with Versioning

## **SharePoint Lists**

- SharePoint Lists
- Working with a Custom SharePoint List
- Working with SharePoint Task Lists
- Adding and Updating Tasks
- Using Task Views
- Synchronizing Task Lists with Outlook

- Working with SharePoint Calendars
- Calendar Navigation and Views
- Add Calendar Events
- Synchronizing SharePoint Calendars with Outlook
- Adding items to a custom list
- Working with the Quick Edit view
- Creating and Updating Tasks
- Working with List Views
- Working with Calendar Events

## **SharePoint Search**

- SharePoint Search
- What is Searchable
- Search Tips and Tricks
- Searching by keywords
- Searching by property
- Searching for people

## **SharePoint Social Features**

- SharePoint Search
- SharePoint Social Features
- Interacting with People
- About Me

## **Newsfeed**

- Your Newsfeed
- Micro-blogging

## **One Drive for Business**

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 3
- Sharing File
- Sync'ing Files to Your Device