



SharePoint 2013 Collaboration for Site Contributors

Who should attend?	This course is intended for users who want to learn how to use SharePoint sites to collaborate.
Prerequisites	Participants should be familiar with Windows and Internet Explorer as well as have fundamental computer skills including basic text formatting, and file management. Users should also be familiar with Microsoft Office.
Course Duration	1 Day

Course Content:

- SharePoint Overview
- Working with Lists
- Working with Views
- Introduction to Web Parts
- Creating Alerts
- Introduction to Wikis
- Document Libraries
- Document Versioning
- Participating in Workflows and Approvals
- Office Integration
- Available Resources