



# SharePoint Power-Day Training



## SharePoint: Libraries Course Content:

- ◆ Personal & Public views of the document structure
- ◆ Using Metadata to their advantage
- ◆ Workflow as an application
- ◆ Approval of edited material
- ◆ Publish a document to the Business
- ◆ Manage Major and Minor version control
- ◆ Protecting through checkout
- ◆ Sending document links through email
- ◆ Defining a send-to location
- ◆ Documents and SharePoint Audience
- ◆ And much more.....

## ON-SITE TRAINING SOLUTIONS THAT WORK FOR YOUR BUSINESS

Our experience from 10 Years of SharePoint installations and roll-outs is that the hard work starts when the site goes live! Real success is ensuring the information workers across the business understand the advantages of SharePoint and the need to change the way they approach information.

Our Power-Days training approach provides a one day course focused on libraries. Libraries are the key to managing information across the business and this course ensures that the workforce uses them to their advantage.

Working as a team the students have a live SharePoint portal available for demonstration and real time exercises.

Priced from £100 per students\* our 7 hour training day provides detailed knowledge of the SharePoint Library

Training at any UK or European location

!!! Enquire about our Power-Day plus training, a day in the classroom followed by 30 minutes 1-2-1 with the student at their desk cementing their learning experience in situ.