

N SharePoint Basics

An invitation for software training!

SharePoint Basics is an instructor-led class that offers information about how to effectively and efficiently communicate, collaborate, and contribute to a team share point site.

Are you ever confronted with any of the following issues?

- Is your team using a site on the intranet to access information?
- Have you received emails inviting you to be a **member** of a team share point site **and** you didn't know what to do?
- Have you requested to have a share point site created for your team?

If you answered “yes” to the questions above, then this class will be helpful for you!

Who should attend?

All team members currently using SharePoint or who have requested a SharePoint site through IT. You will be required to attend training in order to gain access to a requested SharePoint site.

Class location, date, and time

Friday, January 11, 8:30 a.m. to 3:30 p.m.

Kilpatrick Building
Garnet computer classroom
4020 Kilpatrick Street
Winston-Salem, NC 27104



Objectives

After successful completion, you will be able to:

- Perform tasks based on your role
- Use lists and libraries effectively for managing shared work
- Use different types of collaborative tools effectively (i.e. Blogs, Wikis, Discussion Boards)

Register in I-Learn by browsing for: z0650 SharePoint Basics. After registering, you will receive a confirmation email with further details.