

# SharePoint

## Introduction



### List and List Items

- Creating a Custom list
- Creating a Tasks list
- Working with Quick Launch menu
- Creating a Contacts list
- Creating an Issues list
- Creating a Discussion Board
- Creating a Links list
- Creating an Announcements list
- Creating a Calendar list
- Creating a list Item
- Editing an item in a list
- Deleting items from a list
- Copying content from spreadsheet into a list
- Creating a list by importing a spreadsheet
- Overlaying multiple calendars
- Adding a column to a list
- Deleting a column from a list
- Sort and filter information in a list
- Export SharePoint list data to Excel
- Creating a Promoted Links list

### List Settings

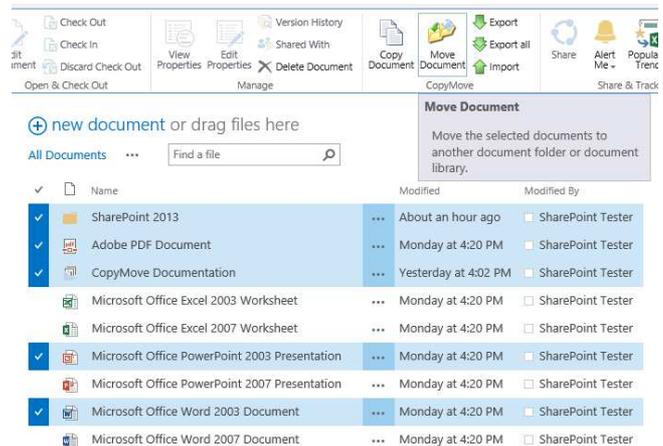
- Deleting a list
- Setting titles and descriptions of lists
- Enable management of content types for lists
- Enable creating folders in a list
- Enabling ratings for lists
- Creating a new view for a list
- Setting list title and description

### Library Settings

- Setting library title and description
- Enabling content types for a library
- Set validation settings for a library
- Configuring ratings for documents in library
- Creating a new view for a library
- Deleting a library

### Libraries and Documents

- Creating a Document library
- Upload a document to a library
- Upload multiple documents to a library
- Email a link for a library
- Checking out a document from the library
- Checking in a document to the library
- Discarding check out for a document
- Changing the column type of a library
- Creating an Asset library
- Creating a Picture library
- Adding a column to a library
- Move a document from one library to another
- Setting up the versioning settings in a library
- Creating a new version of a document



**Mullan Training**

**1<sup>st</sup> Floor, Blackstaff Studios, 8–10 Amelia Street  
Blackstaff Square, Belfast BT2 7GS**

**Tel: 028 9032 2228 Fax: 028 9032 2229**

**info@mullantraining.com www.mullantraining.com**



# SharePoint

## Introduction COURSE CONTENT (Continued)



### Web Pages

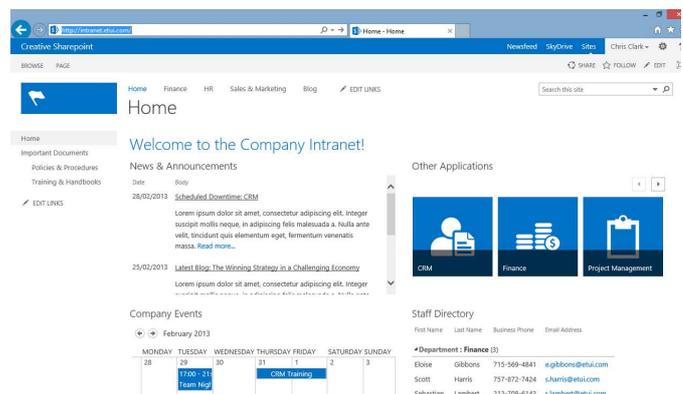
- Creating a web page
- Editing a web page
- Checking out a web page for editing
- Working with images on web pages
- Working with tables on web pages
- Linking to other site content
- Restoring an older version of the web page
- Change the layout of a web page
- Changing permissions for a web page
- Make a page the home page of the site
- Adding lists and libraries to web pages
- Deleting a web page
- Recovering a deleted web page
- Navigating the mobile view of a site
- Email a link to a web page
- Setting up alert notifications for pages
- Open a web page in maintenance view to fix issues
- Adding a library to the Quick Launch
- Adding a list to the Quick Launch
- Changing the look and feel of your site
- Creating a publishing site
- Editing a publishing page
- Saving and checking in a publishing page
- Publishing a web page
- Creating a new publishing page
- Changing the page layout of a publishing page
- Checking for unpublished items on a page
- Running a spell check on your page
- Editing properties of a web page
- Configuring the top link bar
- Using site search
- Sharing documents through MySite
- Following content and people to track updates
- Using the newsfeed of the site
- Creating a blog site
- Posting to a blog using the browser

### Connecting to Office Applications

- Connecting the Contacts list to Outlook
- Open SharePoint list data with Access
- Connecting a task list to Microsoft Outlook
- Connecting a discussion list to Microsoft Outlook
- Connecting a document library to Microsoft Outlook
- Connecting a calendar list to Microsoft Outlook

### Site Administration

- Creating a SharePoint 2013 subsite
- Restoring items from the Recycle Bin
- Configuring site columns
- Configuring the tree view for a site
- Deleting a site
- Adding users to a site
- Remove users from a site
- Editing permissions for a user group
- Create a new SharePoint user group
- Save a site as a template
- Create a new site using a site template
- Change a site logo
- Viewing all site content
- Managing Site Features



**Mullan Training**  
**1<sup>st</sup> Floor, Blackstaff Studios, 8–10 Amelia Street**  
**Blackstaff Square, Belfast BT2 7GS**  
**Tel: 028 9032 2228 Fax: 028 9032 2229**  
**info@mullantraining.com www.mullantraining.com**