

<b>Course</b>	<b>SharePoint &amp; Windows Combo Course</b>
<b>Length</b>	2 -3 Hours
<b>Audience</b>	Harness one of the fastest growing applications in healthcare, Microsoft SharePoint! Learn to open and edit site page, add a document and upload files. Students practice creating folders and managing content in SharePoint file system. Labs train students to organize content with moving files to different folders, managing permissions and using alerts and tags.
<b>Prerequisites</b>	Participants should have some Windows experience.
<b>Topics</b>	<p><b><i>Module 1: Understanding SharePoint</i></b></p> <ul style="list-style-type: none"><li>◆ Understanding SharePoint – What is it?</li><li>◆ Online Address for HHC Enterprise portal</li></ul> <p><b><i>Module 2:</i></b></p> <ul style="list-style-type: none"><li>◆ Learn how to open My Site, your personal homepage</li><li>◆ Learn how to find and edit My Profile</li><li>◆ Learn how to sign out properly</li></ul> <p><b><i>Module 3: Create content</i></b></p> <ul style="list-style-type: none"><li>◆ Add a document/ Upload file</li><li>◆ Navigating documents: Shared vs. Personal</li><li>◆ Display Library Tools</li><li>◆ Create new folder</li><li>◆ Download file</li></ul> <p><b><i>Module 4: Manage Content</i></b></p> <ul style="list-style-type: none"><li>◆ Move file to different folder: Open with explorer</li><li>◆ Change edit properties</li><li>◆ Manage Permissions</li><li>◆ Email &amp; Alert notifications</li><li>◆ How to use tags</li></ul> <p><b><i>Module 5: Manage Windows tools</i></b></p> <ul style="list-style-type: none"><li>◆ Windows Tools</li><li>◆ Browser tools: delete history</li><li>◆ Windows Best practices: Download folder, Recycle Bin</li></ul>