



Self paced SharePoint and Office 365 Training Straight from the desktop

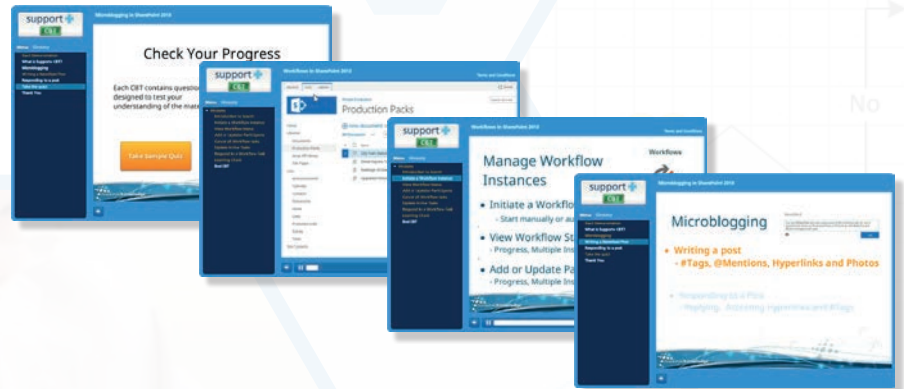
Computer Based Training (CBT) enables users to work through training material at their own pace and is the ideal way to ensure that all users understand the potential of your SharePoint deployment.

In today's fast-paced business environment, organizations have to make the most of their IT training budget, while ensuring that employees have access to the best educational resources on the market.

Our CBT lessons allow individuals to master SharePoint products and technologies - anytime, anywhere.

KEY BENEFITS:

- Interactive learning provides an engaging way to learn and understand.
- Users progress at their own pace independently.
- A combination of quizzes, demonstrations, practical tests, animations, narration and other methods keep delivery fresh and novel.
- Over 7 hours of educational content in the SharePoint 2013 CBT package alone
- Convenient training to suit the user's schedule



The current collection of CBT modules for SharePoint 2013 Users includes:

Introduction

- What is SharePoint
- Navigation
- User Menu
- Search

Working with Items

- New Items
- Manage Items
- Share and Track Items

Working with Lists

- Views
- Quick Edit
- Share and Track
- Connect and Export
- Using Columns

Working with Files

- New Files
- Open and Check Out
- Manage
- Share and Track
- Copies
- Tags and Notes

Working with Libraries

- Views
- Quick Edit
- Share and Track
- Connect and Export
- Using Columns

Document IDs

- What are Document IDs

Document Sets

- Configure Document Sets
- Document Set Tools

Content Organizer

- What is the Content Organizer?

Yammer

- Getting Started
- Sharing Updates
- Yammer Features

Workflows

- Manage Workflow Instances

Sites and Pages

- Create and Delete Pages
- Working with Web Part Pages
- Web Part Properties
- Working with Wiki Pages
- Add Tags and Notes to Pages

Social Networking

- Managing Profiles
- My Newsfeed
- Viewing Profiles
- Community Sites
- Blog Sites

Publishing Sites

- Publishing Pages
- Page Content
- Scheduling Pages

Security

- Managing Permissions
- Managing Security Inheritance

For a demo or to just get started speak to a member of our team
or visit www.combined-knowledge.com/products now!