combined knowledge

training⁺

# Premium SharePoint and Nintex Training Courses On Demand

Training+ is a collection of premium Combined Knowledge training courses delivered in 1080p High Definition video format on demand to everyone in your organisation.

Users progress through each module, building on knowledge gained at each step, with real-world examples and comprehensive demonstrations all delivered with the friendly and down-to-earth style of an expert classroom Trainer.

Each module is divided into convenient, short chunks allowing users to learn at their own pace and stop/start as the obligations of day to day job roles allow.

KEY BENEFITS:

- Users progress at their own pace
- Each module is divided in to convenient, short chunks to introduce each concept in a manageable way
- Fits around day-to-day responsibilities
- Full 1080p HD quality video available in compact or full screen modes
- Course content is augmented with on screen animation and demonstrations for effective communication.
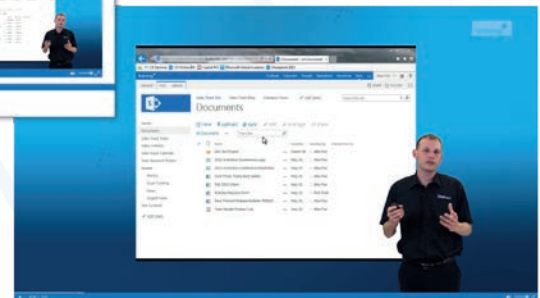
Training+ for SharePoint 2013 modules include:

Finding Information
SharePoint provides the ability to store vast amounts of content in a variety of locations. This lesson will introduce you to the set of tools which help you efficiently locate the information you need. We begin with navigation learning how to move around within a SharePoint site. You will then learn how to use SharePoint Search to find content.

Working with Lists
Lists serve as the structure for calendars, discussion boards, contacts, and tasks in SharePoint 2013. This lesson explains the concept of lists, and then reviews popular out-of-the-box options. You will learn effective ways to use and contribute to lists.

Working with Libraries
A document library is a location on a site where you can create, collect, update, and share files with other people. This lesson explains the benefits of using a library and teaches you how best to work with files in a library. Also discussed is how collaborators can use various document management features such as Document version history and document Check Out.

Working with Publishing Features
SharePoint 2013 has a wide array or rich Web Content Management features that can be utilised to support an internet facing site or intranet. This lesson provides you with a basic understanding of the options available in a publishing site and the advantages these can bring to successfully managing a public site or intranet portal. You will learn to create, edit and delete pages and a variety of page content including images.

Getting Social
This module covers a selection of topics on the various social networking facilities that are available in SharePoint 2013. These include understanding and using Profiles, Blogs, Community Sites and People Search.

Security
This lesson provides everything two levels of information about security. First we review how security works with a focus on day to day security tasks such as inviting additional users to your SharePoint site. After mastering the basics we then review more advanced topics including how to secure a new site, how to review the security applied to an existing site and how to make custom security.

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