



How to use SharePoint – Classes  
Tutorials  
Lunch-N-Learn  
Hot Line

We help your non-IT personnel learn how to uncover the best uses for SharePoint to enhance productivity and to manage your proprietary knowledge easier to minimize your risks.

Classes and support offered virtually or on-site



## 90-Minute Virtual Class Choices (Min. 4 Students per class)

### SharePoint for Beginners \$79 per person

- How to navigate using the quick launch bar
- How to upload and check in documents
- How to add announcements
- How to add calendar Events
- How to use slide and picture libraries
- How start or participate in a discussion
- How to set up email alerts
- How to connect a library or discussion board
- How to delete, and restore items
- How to change a view in a library
- How to use basic search, views, and alerts
- How to send links by email
- How to save documents directly to a library

### Intermediate SharePoint Users \$99 per person

- How to create a discussion board, library, wiki page, calendar and other lists
- How to create additional metadata fields in library
- How and when to turn on versioning
- How to upload and check in multiple documents
- How to manage permissions on a page
- How to customize look and feel of site
- Stump the instructor – bring one challenge with you
- How to set up unique permissions for library
- How to manage permissions and best practices
- How to set up workflow
- How to access and use site usage reports



**CUSTOM SOLUTIONS**  
We can offer customized classes or online tutorials to support you as well..

### ADVANCED USERS

For advanced users, we like to conduct a survey first to see what knowledge you are seeking that will help you master SharePoint the way that best suits the organization. From there we will provide you with an outline of the class deliverables.

**\$129.00 per person**

## flexible solutions for your business needs

### Other Topics to Choose from

- SharePoint for Project Managers
- SharePoint for Scheduling and Tracking Events
- SharePoint for launching software
- SharePoint for the Healthcare Professional
- SharePoint for Supporting Customers
- Using SharePoint to manage Informal Training
- Using SharePoint for Internal YouTube video library

### Other Services

We know that you may need support after the classes. This is why we offer additional options for your employees to continue their use of SharePoint.



**SharePoint Lunch & Learn**

**SharePoint Hot Line**

**SharePoint customization services**

**Call for information on these additional options.**



**WEB SOLUTIONS**  
Our classes are conducted in a live virtual platform to enable you to access your SharePoint pages and sites for proper coaching.



**“For most of the attendees (who were truly beginners), it was a great introduction of exploring the possibilities with this software. As for intermediate participants, this course gave her the opportunity to ask questions that would help her trouble shoot previous issues.”**

