

# FastForward Onboarding<sup>SM</sup> – Staff Training Microsoft Hosted SharePoint

Curriculum modules, topics covered and estimated time required.

## **Module One:** Introduction to Microsoft SharePoint and Sites ..... *Est. Time: 40 Min.*

- Introduce Microsoft Exchange, its history, purpose, and uses
- Understanding Microsoft SharePoint Sites
- Microsoft SharePoint navigation: the quick launch bar
- Microsoft SharePoint navigation: recycle bin
- Microsoft SharePoint alerts
- Microsoft SharePoint settings

## **Module Two:** Lists ..... *Est. Time: 20 Min.*

- Introduction to lists, calendars, tasks
- Integration to Microsoft Office 2010
- Connect to Access
- Connect to Outlook
- Connect to Excel

## **Module Three:** Libraries ..... *Est. Time: 45 Min.*

- Introduction to document libraries
- Uploading documents
- Checking out documents; document uses
- Sorting and editing documents
- Version history
- Social collaboration
- Blogs
- Discussion boards
- Creating surveys

## **Conclusion** ..... *Est. Time: 15 Min.*

- Quizzes for user comprehension
- Customer questions on additional topics; revisit any topics left unclear
- Deliverables including cheat sheets, reference guides and notes
- Customer satisfaction survey and feedback forms

