

## Level 2 SharePoint

### Fundamentals

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This section covers items like:

- The SharePoint environment
- How to access SharePoint
- Using alerts and RSS feeds

### Working with sites

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This section covers items like:

- Managing sub sites

### Working with lists

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This section covers items like:

- Introduction to lists
- Creating lists
- Modifying lists
- How to use lists

### Working with documents and picture libraries

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This section covers items like:

- How to use document libraries
- How to manage files
- Dealing with version controls
- Using picture libraries

### Working with pages

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This section covers items like:

- How to create and edit pages
- Managing pages on the quick launch menu
- Using the recycle bin

## Working with workflows

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This section covers items like:

- Introducing workflows
- Adding workflows
- Starting workflows

## Working with meeting workspaces

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This section covers items like:

- Introduction to meeting workspaces
- How to create meeting workspaces
- Managing meeting workspaces

## Working with surveys

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This section covers items like:

- How to create a survey
- Completing a survey
- How to view survey results