Exercise

# Creating a Document Library

## Creating a Document Library

* Create a document library and name it ‘Training Documents’.
* Add the document library to the Quick Launch menu.

## Re-arrange the Quick Launch Menu

* Reorganize the Quick Launch menu so that ‘Training Documents’, ‘Training Tasks’ and ‘Training Contacts’ are all together at the top of the menu.

## Creating sub links

* Make the library ‘Training Documents’ a sub link of ‘Documents’.

## Adding Columns to the Document Library

* Add a column to the library to show the ‘File size’.