

MICROSOFT SHAREPOINT- END USER TRAINING



Corporate IT Course

LEARNING OUTCOMES

- Navigate SharePoint Online and use its key features effectively.
- Add and manage SharePoint apps, lists, and libraries.
- Organise, edit, and collaborate on documents and list items.
- Apply metadata, create custom views, and track item changes.
- Use alerts, notifications, and co-authoring tools for team collaboration.
- Follow best practices for maintaining a structured and efficient SharePoint environment.

COURSE OVERVIEW

This instructor-led course teaches the essential skills for using Microsoft SharePoint effectively. Through hands-on exercises and practical examples in a workshop environment, participants gain real-world experience working with SharePoint lists, libraries, apps, and collaboration tools. Led by highly experienced trainers, the course also provides useful tips and best practices to enhance productivity and efficiency.

Prerequisites: Participants should have a basic understanding of Windows and Microsoft Office applications, including the ability to work with multiple windows, navigate the desktop, and understand file storage (drives, files, and folders).

TOPICS COVERED IN THIS COURSE

Introduction to SharePoint

Learn about Office 365 and SharePoint Online, understand governance for information workers, and explore the SharePoint information structure. Connect to SharePoint Online and navigate the environment, including the Ribbon and live updates.

SharePoint Apps Overview

Understand what SharePoint apps are, how to add them, and explore the interface and functionality of list apps. Learn about list items and how to manage them effectively, including using the site recycle bin.

SharePoint Library Apps

Work with library apps to manage documents. Explore the library app interface and learn to work with document items and menus efficiently.

Managing List and Library Items

Learn about metadata, how to create and manage views, and how to apply auditing to track changes to items.

Document Management

Upload, edit, and organize documents within SharePoint libraries. Learn version control, check-in/check-out processes, and document collaboration features.

Advanced Views and Filtering

Create custom views, apply filters, sort data, and use grouping to efficiently navigate lists and libraries.

Collaboration Tools

Use SharePoint tools for team collaboration, including sharing documents, alerts, notifications, and co-authoring features.

Best Practices and Governance

Understand best practices for using SharePoint effectively, including information management, permissions, and maintaining a well-structured SharePoint environment.