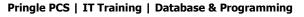Microsoft SharePoint is a browser-based enterprise and document management platform from Microsoft. Whether you're working as a team or an individual, SharePoint helps you organize information, people, and projects.

With SharePoint, you can tie together divided sections of data and incorporate technology with business procedures.

MICROSOFT SHAREPOINT: INTRODUCTION

Code: ITD17 | Duration: 1 Day | Level: Introduction

This course shows you some features in SharePoint that will make it easy to share information. Learn how to find your way around SharePoint sites. The course also shows how to create and edit pages, and how to use blogs to share knowledge with team members.

COURSE REQUIREMENTS

- No previous experience of Microsoft SharePoint is required however the delegate should have knowledge in basic computer skills.

COURSE CONTENT

SharePoint The Basics
- Login to SharePoint
- 365 Linked Programs
- Navigation Site Content
- Using Teams
- Find & Follow a Site
- Post News
- Use SharePoint Mobile
- What is Communication Site

Edit Save Share
- Document Library
- Open and Edit Office
- Using OneDrive with SharePoint

Working with Lists
- SharePoint List
- Tools for Lists
- Using the Recycle Bin

SharePoint & Office
- Outlook
- Teams

Create a SharePoint Site
- Create a Quiz
- Create A Survey
- Create a Gallery
- Create Pages Linked to YouTube

- Problem Solving Workshops
- Question and Answers

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals
Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.

MICROSOFT SHAREPOINT: ADVANCED

Code: ITD17B | Duration: 1 Day | Level: Advanced

This course is guided by Instructor / Trainer of how to create a live SharePoint Site using own content and material for own Company Site.

COURSE REQUIREMENTS

- Recommend that all delegates have attended the Introduction to Microsoft SharePoint Training Course or have been using or creating own Company SharePoint Sites.

COURSE CONTENT

A Company Hand Book Site showing company Polices & procedures

- Disciplinary & Dismissal Procedure
- Equal Opportunities
- Health and Safety Policy
- Staff Drug and Alcohol Policy
- Staff Email and Internet Policy
- Data Protection Policy
- Maternity / Paternity / Adoption / Parental Leave
- Flexible Working
- Sickness Policy
- Covid Policies

Project Management Site

- Tasks
- Calendars
- Libraries
- Actions

Social and Team Building Site

- Diary
- Events
- Leader board
- Gallery
- Quizzes

eLearning Site

- Linked to YouTube Site
- Diary
- Downloadable Content
- Using Flow

- Problem Solving Workshops
- Question and Answers

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals