

# Microsoft SharePoint

## Basic



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

Our Microsoft SharePoint course will provide your delegate with the basic skills required to navigate the system, understand the components, site roles and essential functionalities required for team collaboration and management of documents.

## Topics covered

### Fundamentals

- Overview of SharePoint
- Key features & terminology
- Changing the look
- Site settings
- Hub sites
- Associated sites
- Guided activities

### Library and list apps

- Understanding library apps
- Link to documents
- Adding/amending columns
- Sorting and grouping data
- SharePoint lists
- Adding and editing
- Deleting and restoring

### Customisation and integration

- Site settings as an owner
- Site collection administration
- Office 365 SharePoint admin
- SharePoint & MS Teams
- One Drive
- Excel lists
- Creating team sites
- Creating communication sites

### Views and content

- Introduction
- Personal and public views
- Customisation
- Alerts and notifications
- Check in/Check out
- Document versioning

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft SharePoint – Intermediate
- Microsoft SharePoint – Advanced