

SharePoint End-user (beginners) – Duration - 1 day

Audience

This course is **designed for all end users of SharePoint as well as a starting point for future Site Owners**. The course covers all essential aspects of SharePoint use. It will assist users with understanding various tools and features of SharePoint and the difference between using the shared drives and storing documents on the SharePoint.

Prerequisite

A working knowledge or experience of MS Office is required to attend this course. Basic general familiarity of Microsoft 365 is recommended. You must have good basic windows, keyboard and mouse skills. Some previous usage of SharePoint is a 'nice-to-have'.

Overview of SharePoint

MS Office applications and how they collaborate with SharePoint

Basic SharePoint jargon

Team site, Communication site or Project Workspace site?

Site planning and finding your way around SharePoint

Permissions (access to sites)

Document Libraries and managing files, e.g. sorting, filtering and grouping files

Introduction to Check in / Check out

Introduction to basic Lists – entering data

A recap and consolidation of the previous module (if split into half-day modules)

Working with files – an in-depth look at the options in the ellipsis (...)

Working with Views

What are Views?

How do you use a View?

How do you create a View?

Taking Lists further – creating a List