SHAREPOINT INTRODUCTION

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Did you know that you get an entire SharePoint site collection every time you create a new Team in Microsoft Teams? This course is designed to give a comprehensive overview of the features of SharePoint Online, but can apply to SharePoint 2013 and 2016 too.

SharePoint serves two primary functions; document management system and intranet site. You will get hands-on practice developing both during this 1 day introduction course.

SHAREPOINT INTRODUCTION COURSE OUTLINE

FOREWORD

Anyone who uses Microsoft Teams will benefit from this course. If you are a Team Owner or super user in Microsoft Teams, then you definitely want to learn about all the functionality available to you, which this course will cover.

SharePoint super users, site owners and managers who are new to SharePoint and looking to get an introduction to what SharePoint has to offer should also consider this course.

OUTCOMES

In this hands-on course, you will create your own SharePoint site collection. Using your fellow classmates as your audience, you will:

- Assign basic access and permissions to access your SharePoint site
- Customise the Quick Launch menu to make it easier for your audience to navigate
- Update Regional Settings for your site
- Create a variety of SharePoint lists (also called "Lists" in Teams and Microsoft 365)
- Filter and group SharePoint lists using Views
- Collaborate on documents in SharePoint Document Library
- Create a new Document Library and edit Versioning Settings
- Sync Outlook enabled SharePoint lists to Outlook
- Create SharePoint site, news and home pages for your site
- Customise the look and feel of your SharePoint site

MODULES

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote