Microsoft SharePoint End Users

Format: One Day
Max Capacity: 6

Learn how to use SharePoint for business collaboration and real-time file sharing. Create, edit and save documents, work with libraries and list apps and integrate SharePoint with other Microsoft desktop apps/Office 365 apps. This course is intended for new users of Microsoft SharePoint.

This course can be tailored to either SharePoint On-Premise or SharePoint Online.

Course Content

What Is SharePoint
- Understand SharePoint roles
- Understanding SharePoint products
- Connect to SharePoint

Core SharePoint Sites
- Team Site – The basics
- Navigate, browse and search
- View site content
- Follow a site

Manage Documents
- Navigate a library
- Storage locations
- Open, edit and save documents
- Upload/ create document in library
- Share a file, library and site
- Check-out/ checkin documents
- Documents in OneDrive
- Sync OneDrive to PC
- Sync documents library to PC

Social Networking in SharePoint
- Delve
- Search
- Social features
- Sharing

SharePoint Apps
- Adding a built-in app
- Create custom lists
- Import a list from Excel
- Libraries and metadata
- Library custom columns
- Quick edit
- Dynamic views
- Document versioning
- Alerts and RSS feeds
- List/ library settings

SharePoint and Office
- Word and SharePoint
- Excel and SharePoint
- Outlook and SharePoint
- OneNote and SharePoint
- PowerPoint and SharePoint
- Co-author in Word and PowerPoint
- Co-author in Excel online
- Access and SharePoint
- Visio and SharePoint online

F1 Computer Services – Tel 01202 876529
Email: training@f1co.co.uk
www.f1co.co.uk