

Microsoft 365 SharePoint for End Users

1 Day Course

Overview

A core part of Microsoft 365, SharePoint lets you manage content and collaborate seamlessly (in Office applications) with fellow workers to create/co-author documents, connect and work within teams, analyse data and make decisions. Microsoft SharePoint is a portal-based collaboration and document management tool for automating business processes, creating business applications and building company intranets.

This course is designed to familiarise SharePoint site users with the basics of its operation concentrating on navigation, document library and list management, as well as introducing MS Teams interaction.

Audience

Users new to sharing data and collaborating with their colleagues via a SharePoint portal.

Course Objectives

At the end of this course, delegates will be able to view, search and upload and manage a variety of different document types to a SharePoint site. You will also be able to create simple content types and integrate with other Office products and MS Teams.

Prerequisites

No prior knowledge of SharePoint is assumed.

Course Contents (1 day)

SharePoint

- Introduction to SharePoint
 - What is cloud working vs on-premises? (basic overview)
 - What is Microsoft 365
 - How to access SharePoint from MS Teams and M365 via a browser
 - SharePoint screen layout and Links
- SharePoint Concepts
 - Sites - Hierarchies, Teams vs Other types
 - Content - Library of Documents, Lists of Items
 - Users - Internal/External - Groups
 - Site Pages - Windows on Content
- Searching the Site
 - Content
 - Site Navigation, Favourites
 - Following SharePoint sites and favouriting via browser

Libraries of Content

- SharePoint Document Library vs standard document directory
- Uploading One or more Documents
- Opening and Editing Documents
- Opening and Editing in Office
 - Co-Authoring document
 - Checking out Documents
 - Pinning & Favouriting Content
- Version Control
 - Restoring & Managing Versions
- Sharing Libraries and Contents
 - Who to Share with
 - What they can do



Document Organisation

- Folders
 - Creating, Moving & Copying folders
- MetaData Columns
 - Column types
 - Creating Columns
- Column Settings
- Document Properties
 - Editing Properties
 - Grid View
- Customising views (public & private) and columns
- Creating a Library
 - Upload Documents
 - Open / Edit Documents
 - Manage Versions
 - Create Folders
 - Move, Copy & Delete

Lists of Items / Organising Lists

- Microsoft Lists (via SharePoint)
 - Importing lists from Excel ('Format as Table' required)
 - Creating new lists; Add / Edit list items
 - Column Types
 - Adding new entries via 'Add Item' and 'Edit in Grid Mode'
- List Features
 - Commenting on Items
 - Attachments
 - Formatting

- Exporting List Information
 - Connecting a list to Excel
- List Views
 - Customising views (public & private)
 - Views to Sort, Filter
- Lists App in Office 365
 - Opening and working with Lists

SharePoint & Teams Overview

- SharePoint & Teams Overview
 - Team vs Site
 - Channel vs Folder
- Teams Channels
 - Creating Channels
 - Channel Types
 - Channel = SharePoint Library Folder
- Teams Content
 - Where Postings attachments go
 - Working with the [Files] tab
 - Opening SharePoint from Teams

Q&A

- SharePoint Sites and Content
- Document Libraries
- Lists
- Working with Teams

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Microsoft SharePoint courses on a private in-house basis. For pricing and availability just pick up the phone and call us on **0845 1085481**.