



# Modern SharePoint -Sites



## Audience

For individuals who would like to create and use Team Sites and Communication Sites to encourage collaborate on documents and share news & information across a group of people.

## Outcomes

You will understand the when to create a Team Site and when to create a Communication Site. How to add and edit content so that they are visually attractive and encourage user adoption.

## Course Content

- Introduction to the Modern User Interface
- Creating Modern Team Sites
- Site Information and Office365 Group Services
- Configuring Navigation
- Adding & Editing Modern Lists
- Authoring & Publishing a Site Page
- Adding and Editing WebParts Managing & Sharing News
- Create a Communication Site
- Editing the design and layout
- Managing and publishing content SharePoint Mobile App

## Duration

3 hours with lots of hands-on practical exercises

## Price

£435 including the hire of 8 laptops and training environment



# Modern SharePoint - Documents



## **Audience**

For individuals who would like to use Modern SharePoint to store & collaborate on shared documents.

## **Outcomes**

You will understand the benefits of using SharePoint over local drives. You will also be able to save to and share documents from SharePoint. You will learn how best to organise your documents and find them quickly.

## **Course Content**

- Introduction to Modern SharePoint
- Navigate to and between SharePoint Sites, libraries and folders
- Upload, view, create & edit documents
- View the properties & activities of documents
- Re-organise files and folders
- Share links internally & send copies externally
- What is OneDrive
- Integration with Microsoft Office
- Sort, group & filter libraries
- Custom & dynamic views
- Applying metadata & organising documents
- Set up alerts
- Version control & check out
- Search tips & tricks with SharePoint

## **Duration**

4 hours with lots of hands-on practical exercises

## **Price**

£540 including the hire of 8 laptops & training environment