



SharePoint - Managing Content

Audience

For individuals who would like to use Modern SharePoint to organise and store shared documents so that they can be easily available for team members to access and collaborate on.

Outcomes

You will understand the benefits of SharePoint over local drives. You will be able to use the more advanced features of SharePoint to store documents in a logical & accessible manner.

Course Content

- Introduction to Modern SharePoint
- Organising SharePoint Sites, libraries and folders
- Upload, view, create & edit documents
- View the properties & activities of documents
- When to use OneDrive
- Sort, group & filter libraries
- Custom & dynamic views
- Applying metadata & tags
- Format columns with colours
- Set up alerts
- Version control & check out
- Sharing content internally & externally
- Searching SharePoint
- Introduction to using Flow for approvals etc.

Duration

3 hours with lots of hands-on practical exercises

Price

£435 including the hire of 8 laptops & training environment





SharePoint – Sharing Information

Audience

For individuals who want to use Modern SharePoint to create intranet pages for their company, department or project. Anyone who want to learn about the other O365 tools which can be used for curating and sharing information across an organisation.

Outcomes

You will know when to create a Team Site and when to create a Communication Site. You will be able to use the various web parts and O365 to bring together and then to share out Company information & knowledge.

Course Content

- Creating Modern Team Sites
- Site Information and Office365 Group Services
- Configuring Navigation
- Adding & Editing Modern Lists
- Adding and Editing WebParts
- Managing & Sharing News
- Create a Communication Site
- Editing the design and layout
- SharePoint Mobile App
- When to use Yammer
- Store and share videos using Streams
- Using OneNote for unstructured notes across a team or organisation

Duration

3 hours with lots of hands-on practical exercises

Price

£435 including the hire of 8 laptops & training environment

