SharePoint Fundamentals

Course Aim

This course is designed for anyone who needs to manage files and lists in SharePoint. Learn how to effectively share information with goups and coworkers.

What you'll learn:

- Understand the key features and benefits of SharePoint
- Navigate the SharePoint interface and work with sites, lists, and libraries
- Learn how to manage documents, collaborate with teams, and use version control
- Gain essential skills to organise and share content efficiently

Course Prerequisites

No previous experience with SharePoint is required.

Some basic PC or Mac keyboard and mouse skills are beneficial but not required for this course.

Course Duration:

Half Day

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

Course Topics:

Introduction to SharePoint

- What is SharePoint?
- Key features and benefits for businesses.
- Understanding SharePoint sites, libraries, and lists.
- Cloud-based vs. on-premise SharePoint.

Navigating the SharePoint Interface

- Exploring the homepage and site layout.
- Understanding menus, ribbons, and web parts.
- Searching for content efficiently.

Working with Document Libraries

- Uploading, creating, and organising files.
- Editing files.
- Version control and document history.
- Check-in/check-out process.
- Co-authoring and real-time collaboration.

Lists and Data Management

- Creating and customising SharePoint lists.
- Using columns, views, and filters.
- Managing list permissions and alerts.

Sharing & Permissions

- Understanding SharePoint user roles.
- Setting up permissions for files and folders.
- Sharing documents securely.

Introduction to Workflows & Automation

- Overview of SharePoint workflows.
- Automating tasks with Power Automate (basic introduction).
- Setting up simple approvals and notifications.