Microsoft Office 365 - SharePoint 2019 for End Users
1 Day Course

Overview

A core part of Office 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.

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.

Prerequisites

No prior knowledge of SharePoint is assumed.

Course Contents (1 day)

- Introducing SharePoint Features
    - Sites, Libraries, Lists, Users and Pages
    - Ribbon Bar interface vs new menu
- Connecting to SharePoint site in Browser
    - SharePoint screen layout and Links
- Searching in SharePoint
    - Search results and refinements
- Document Management
    - Uploading documents into Libraries
    - Connecting Library to Windows Explorer
    - Creating Folders
    - Inviting others into Folder
    - Viewing and editing documents
    - Editing Document Properties in the Metadata Panel
    - Checking Documents out and in
    - Version control
    - Sorting and filtering documents
    - Copying and downloading documents

- Deleting and recycling documents
- Sharing documents with durable links
- Office Integration
    - Adding libraries as locations
    - Document features and properties in Office
    - Integrating Outlook with SharePoint
- Lists
    - List types – calendar, links, tasks
    - List features
    - Custom Lists – Column types and properties
    - Importing Spreadsheets as Custom Lists
- Collaboration
    - Sharing Documents, List Items and Pages
    - Following documents and sites
    - Creating Document and Library Alerts
- *[Optional – One Drive for Business]*
    - Accessing OneDrive for Business from SharePoint
    - OneDrive Features

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**.