

---



# microsoft SharePoint

## PROGRAM OVERVIEW:

This two-hour training session is designed to help participants harness the full capabilities of SharePoint, with a focus on seamless collaboration, working more efficiently, and exploring valuable features beyond basic document management.

## KEY LEARNING OUTCOMES:

### Collaboration in SharePoint

- Understanding SharePoint sites, libraries, and lists
- Real-time co-authoring and version control
- Custom views
- Sharing documents and managing permissions
- Utilising Teams integration for enhanced teamwork.

### Working More Efficiently in SharePoint

- Using sort, search, metadata, and filters to quickly find content
- Alerts and notifications for updates and changes
- Personalising your SharePoint experience (views, favourites, etc.)
- Best practices for organising files and folders (naming conventions and folder structures)
- Quick tips: Keyboard shortcuts and workflow automation basics.

### Beyond Documents: Exploring SharePoint Features

- Introduction to SharePoint Lists and how to use them
- Automating processes with Power Automate (formerly Flow)
- Quick surveys and forms with Microsoft Forms and SharePoint

### Interactive Q&A and Wrap-up

- Open discussion: Addressing participant scenarios and challenges
- Recap of key takeaways

## DURATION:

- 2 hours

