
microsoft SharePoint

PROGRAM OVERVIEW:

This half-day seminar provides participants with a solid introduction to Microsoft SharePoint. Through practical demonstrations and hands-on activities, participants will explore the key features of SharePoint, including site navigation, document and library management, search capabilities, and integration with OneDrive for Business. The program is designed to build confidence in using SharePoint effectively for collaboration and document management in the workplace.

KEY LEARNING OUTCOMES:

By the end of this program, participants will be able to:

- Understand the basics of SharePoint, including sites, lists, and libraries.
- Navigate SharePoint sites using menus, navigation bars, and page links.
- Work with documents, lists, and libraries, including creating, editing, and managing files.
- Perform effective searches in SharePoint, including advanced searches and people searches.
- Use OneDrive for Business for file storage, sharing, and synchronisation.

WHO SHOULD ATTEND?

- This course is ideal for:
- Employees new to Microsoft SharePoint who want to understand its core functions.
- Team members who need to collaborate and share documents efficiently.
- Professionals who want to improve their ability to manage and locate digital information in a SharePoint environment.

DURATION:

- Half-day (3.5 hours, including a 15-minute break)

PROGRAM PREREQUISITES:

- Basic computer literacy.
- Familiarity with Microsoft Office applications is helpful but not required.
- No prior knowledge of SharePoint is necessary.



microsoft SharePoint

TOPICS:

- **Getting to Know SharePoint**
 - What is SharePoint?
 - Starting SharePoint
 - Core elements of a SharePoint site (sites, team sites, lists, libraries, views, apps)
- **Navigating a SharePoint Site**
 - Navigation elements
 - Using navigation bars and page links
- **Documents, Lists, and Libraries**
 - Creating, downloading, and sharing files
 - Emailing links to documents and libraries
 - Viewing version history
 - Sorting, filtering, tagging, and setting alerts
- **Searching in SharePoint**
 - Searching across SharePoint
 - Refining and performing advanced searches
 - Searching for people
- **OneDrive for Business**
 - Understanding and accessing OneDrive
 - Uploading, creating, editing, and sharing files
 - Creating folders and managing file organisation
 - Synchronising libraries
 - Deleting files and folders

