



SharePoint End User Course Outline

A one day, 5 star rated course from the Training experts



SharePoint End User Training Course

On this one day SharePoint Training for End Users, you will learn how to get the most out of the Microsoft platform as a user.

Microsoft SharePoint is a powerful platform that allows team collaboration, document sharing and file management as well as much more.

On this one day course you will learn common features and functions of Sharepoint for a user. From managing files and documents to creating and utilising team sites.

This course includes practical examples and exercises to ensure that you get hands on experience with SharePoint.

If you are a Site Admin or looking for more technical training on SharePoint take a look at our SharePoint for Admins Training.

Suitability - Who should attend?

Anyone who is currently using the platform day to day on a basic level and wants to get more out of it.

This course is for beginners but prior to the course attendees should at least be familiar with the layout of the platform.

Prices and Venue

Manchester Science Park:

- 1 Delegate: £295 + VAT
- 2 Delegates: £450+vat
- 3 Delegates: £600+vat

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

A very personalised service with no question left unanswered. I would highly recommend the courses at M Training.
Imogen Clyde-Smith | Australian Wines

Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided



SharePoint End User

COURSE OUTLINE



Managing Files

- Creating new files in a library
- What are file tags?
- Opening, Editing & working with files
- Deleting, Restoring files
- Checking Out / Checking In files
- Version History & Restoring versions
- E-mail a file link
- Setting up file Alerts

Working with Libraries

- Opening & Viewing a library
- Library settings
- Sorting Documents
- Filtering documents
- Using Datasheet view to Tag multiple files
- Creating a new view
- Group & filter views
- Modify an existing view
- Displaying a custom view
- Switching views

- Adding a new column
- Options & Settings

Team Sites and Pages

- Understanding the differences between Team Sites, Sub-Sites & Site Pages?
- Creating a new Sub-Site
- Site settings
- Editing the Title, Logo & Description
- Choosing a Site Theme
- Viewing All Site Content
- Deleting a site

Site Pages

- Popular methods to create a new Site Page
- Editing pages
- Setting a page layout
- Adding and formatting text
- Inserting Images
- Modifying image properties
- Inserting tables

- Modifying table properties
- Uploading a file to a web page
- Adding common Web parts or Apps
- Creating Custom Lists, New Lists, Web Parts

Site Navigation

- Modifying the Quick Launch links
- Modifying the Top Links bar & Inheriting links
- Creating & inserting Hyperlinks

Permissions (optional)

- Understanding permission levels & groups
- Setting permissions
- Managing groups/users



How to book

To reserve your place on the SharePoint End User Training course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and in-house training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.
Abigail Kumanan | British Council

