



SharePoint Administrator Course

A 5 Star Rated course from the Training experts





SharePoint Administrator Course

On this 1 day course you will learn the skills and knowledge to design, create and manage your own SharePoint sites.

Introduction

You will learn how to design and create Team sites and organise Libraries.

Along with setting user permissions and securities and adding Web parts to your Sharepoint site.

This is a practical course that includes example exercises to give you a hands on experience of working with SharePoint

Who would benefit from this course?

This SharePoint training is ideal for any one who is new to, currently using or will be overseeing the administration of the platform day to day on a basic level and wants to get more out of it.

Attendees should at least be familiar with the layout of the platform.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

5.0 ★★★★★

Great experience, Great tutor at a great central setting close to University of Manchester.

No negative points, would highly recommend

Richard Allen
University of Manchester

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£360 + VAT	£560 + VAT
Online	£190 + VAT	£320 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online From £190 (half day) or £350 (full day). Please email or call us with your preferred venue, number of delegates and any requests.





SharePoint Administrator

Course Outline

This Course will teach you how to use the Admin features and functions of SharePoint

Working with Sites

- Creating a new Team site or Sub site
- Setting Site Title, Theme & Logo
- Site Settings
- Navigation / Top bar / Quick Launch / Links
- Creating new pages
- Adding page content
- Document Libraries**
- Library Settings & Versioning
- Adding new columns & Displaying columns
- Types: Choice, Lookup & Calculated
- Creating & using Site Columns
- Creating views: Sort, Filter & Grouped
- View types: Datasheet, Calendar & Gantt
- Using Quick Edit & Datasheet view

Creating additional document libraries

Migrating data

- Migrating mass data into SharePoint
- Suggested guidelines & Best practices
- Moving files between libraries

Web Parts, Web Apps & Lists

- Understanding Web Parts, Apps & Lists
- Common Types of Web Parts & App
- Adding a new Web part or Apps
- Customising Web parts / App settings
- Adding columns & columns types
- Creating views & customising views
- Insert a web part or App into a wiki page
- Move or delete a web part or app on a page

Custom Lists

- Creating a Custom List
- Creating list views

List View types

Templates

- Creating Lists & Apps
- Managing Lists
- Managing App templates

Security & Permissions

- Inheritance v Unique permission
- People & Groups
- Creating a new group
- Adding and removing users
- Default & Custom permissions levels
- View or Edit group permissions
- Site, Library, List & File permissions
- Permission conflicts

To book please see next page

Google

5.0 ★★★★★

A very personalised service with no question left unanswered.

I would highly recommend the courses at M Training.

Imogen Clyde-Smith
Australian Wines

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.





SharePoint Administrator Course

Why Choose M Training's SharePoint Administrator Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient location in Manchester and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £190 (half day) or £350 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day SharePoint Administrator course, Simply pick your preferred date and book on our website, send us an email or give us as call.

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 courses were really informative!

I started the courses as a novice and they have taught me all the skills I need to really progress.

Amina Khan
Marketing Manager