



# SharePoint End User Course

A 5 Star Rated course from the  
Training experts





# SharePoint End User 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.

## Introduction

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.

## Who would benefit from this course?

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.

## 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 ★★★★★

I attended several courses which were all very informative, well-structured and delivered to a high standard. All questions I had during the day were answered. I left with increased knowledge and feeling confident about the specific areas

Matthew Mycock,  
Haywater Healthcare



## 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 End User

## Course Outline

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

### 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

To book please see next page

Google

5.0 ★★★★★

We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

Michael Ashcroft  
Nestle Health Science

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





# SharePoint End User Course

## Why Choose M Training's SharePoint End user 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 End User course, Simply pick your preferred date and book on our website, send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

An excellent course with content relevant to our daily roles. A great presenter who shared a lot.

Catherine Powell, NCC Group