SharePoint End User Course

A 5 Star Rated course from the Training experts

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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 & functions of SharePoint for a user. From managing files & documents to creating & utilising team sites.

This course includes practical examples & 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 & 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 SharePoint.

Classroom & Virtual Classroom Courses

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

Our classroom courses can be run at our offices in Manchester or at your premises anywhere in the UK.

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

Private & One to One courses

We offer private group courses & one-to-one courses throughout the UK from £850 & Online From £790.

Please email or call us with your preferred venue, number of delegates & any requests.

- 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 & 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 & delivered to a high standard. All questions I had during the day were answered. I left with increased knowledge & feeling confident about the specific areas

Matthew Mycock, Haywater Healthcare

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SharePoint End User
Course Outline

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

Understanding SharePoint
- Introduction & how it fits in with the Office 365 tools
- What is a SharePoint Site?
- Navigating & understanding the site contents

Managing Files & Documents
- Creating new files in a library
- Opening, Editing & working with files
- File Info & document menu
- Deleting, Restoring files
- Co-authoring & using Word
- Online & Excel Online
- Version History & checking versions
- Checking Out / Checking In files
- E-mail a link to a file
- Setting up file alerts

Working with Libraries
- Opening & Viewing a library
- Library settings
- Sorting & Filtering documents
- Creating a new view
- Modify an existing view
- Switching views

- Adding a new column
- Using Edit in grid view to update multiple files
- Library Settings

Team Sites & Pages
- Understanding Team Sites, Comms sites & Site Pages
- Creating a new Team Site
- Adding a News Post
- Updating the Home page & adding a Quick link

Site Pages
- Working with News pages & Site pages
- Editing pages
- Create a page & a page template
- Adding & formatting text
- Inserting banner Images & image web parts
- Modifying web part properties
- Adding common Web parts or Apps
- Adding a file viewer to a web page
- Adding Lists, & Library web parts

Site Navigation
- Modifying the Quick Links
- Modifying the left menu links
- Working with the Hero web part

Permissions (optional)
- Understanding owner, member & visitor permissions
- Sharing documents & Copy link
- Checking permissions on files with manage access

Search
- Finding content with SharePoint Search

To book please see next page

Google
5.0 ★★★★★

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

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SharePoint End User Course

Why Choose M Training's SharePoint End user Training Course

- Run by an experienced trainer
- Guaranteed personal support throughout the day
- 5 Star Rated in Google & Facebook & post course reviews.
- Convenient location in Manchester & Online.
- Can be held at your premises anywhere in the UK
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private & One-to-One Courses

One-to-one & private group courses are available from £850 for a one day classroom course & from £790 for a private online course.

A further charge of £100 will be applied if we need to set up a tenancy for your training.

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 & private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book your Private 1 Day SharePoint End User course, simply complete the form on our website, send us an email or give us as call.

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.

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

Catherine Powell, NCC Group