

Microsoft SharePoint Introduction



Course Details

Course Name Microsoft SharePoint Introduction

Duration 0.5 Day

Course Code AFBSPI

Assumed Knowledge No prior knowledge is required.

Course Aims

This course will provide an in-depth overview of the possibilities and capabilities of Microsoft SharePoint. The course will showcase how users can not only use the technology but also the benefits it can bring to entire organization to improve communication, collaboration, and compliance. Delegates will be shown many examples of using SharePoint including key features of how to upload and work with files in a library, using navigation elements, understanding sharing capabilities, creating and using Lists and the basic of SharePoint Architecture.

There are many key features and tools that Microsoft SharePoint has to offer, and this course is designed to provide a good foundation of knowledge for understanding the benefits of using SharePoint for End Users, IT staff and Key stakeholders.

What You Will Learn

Gain an understanding of exactly what Microsoft SharePoint is within Microsoft 365 and how you can start to use it to its full potential. You will learn the key features and tools Microsoft SharePoint has to offer and learn some of the possibilities the technology can offer in the modern workplace.

Skills

- You will understand exactly what Microsoft SharePoint is and the benefits of using it within the business environment.
- The course will showcase all the core skills required to use SharePoint daily including Lists, Libraries, Pages and Permissions.
- You will also be made aware of several new features, best practices and use cases to take advantage of SharePoint fully.

Target Audience

If you're new to using Microsoft SharePoint or you are thinking of moving to Microsoft SharePoint from other similar products this course is a great starting point. The course is a show and tell experience where users will be shown best practice and examples of SharePoint that will provide the audience with a basic understanding of its key features and benefits. and maintaining lists, libraries, and pages, as well as managing permissions and implementing automation.

Course Content

Module 1 - What is SharePoint

Topic A What is Microsoft 365

Topic B What is SharePoint

Topic C OneDrive vs. SharePoint

Topic D Accessing SharePoint Online

Topic E Core Elements of a SharePoint Site

Topic F Roles and Responsibilities in SharePoint

Module 2 – Exploring SharePoint

Topic A Overview of SharePoint Architecture

Topic B What are Document Libraries

Topic C What are Microsoft Lists

Topic D What are Pages

Module 3 – Making the most of SharePoint

Topic A Document Management in SharePoint

Topic B Business Process and Automation

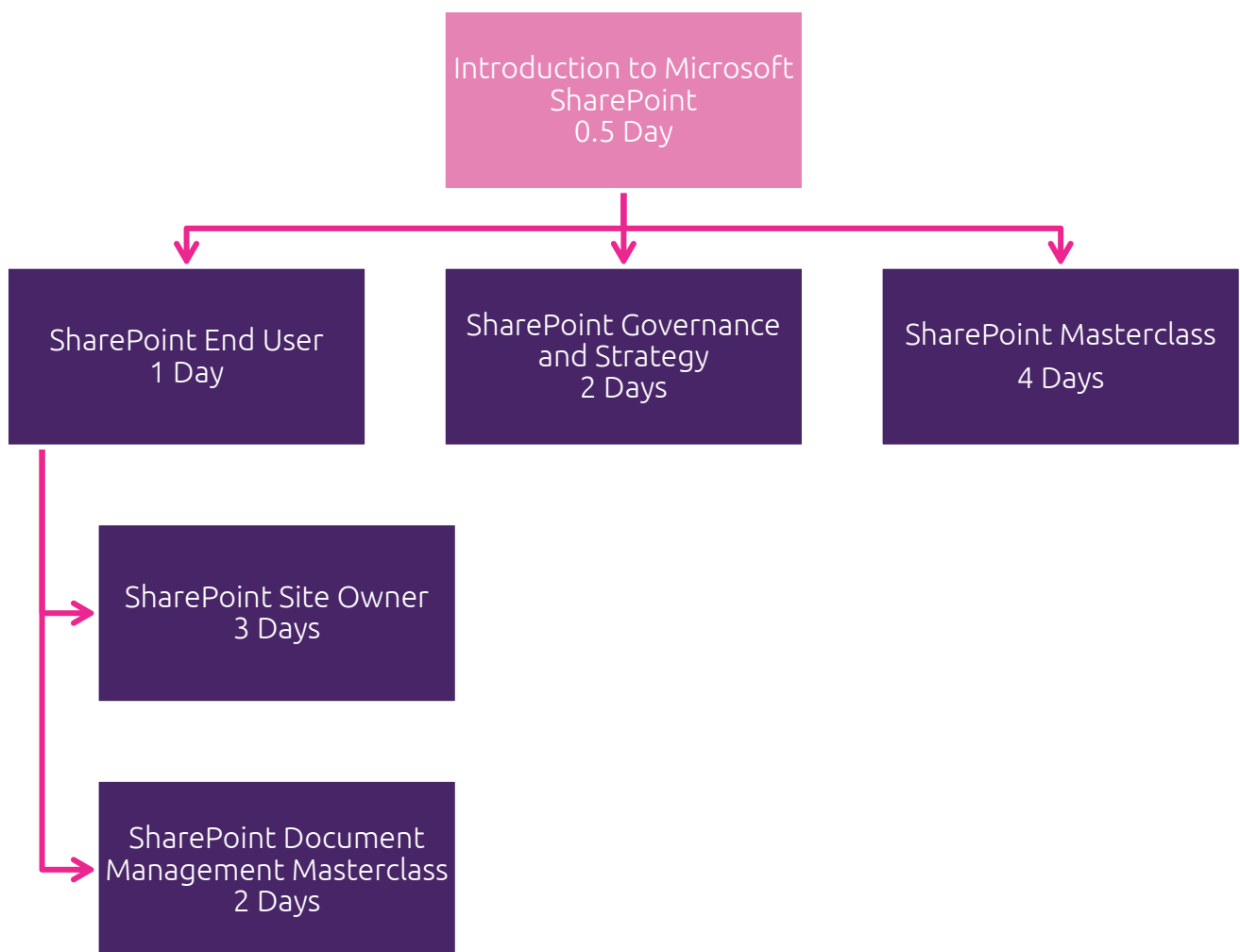
Topic C Data Analysis and Reporting

Topic D Integration with Microsoft 365

Course Progression

At Appetite for Business, we understand the significance of Microsoft SharePoint in modern workplace collaboration. That's why we are excited to introduce our Microsoft SharePoint Introduction training course, designed to give the delegates the basic knowledge and understanding about what SharePoint is and its many possibilities. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft SharePoint and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft SharePoint and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.







We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Appetite for Business is a proud **Microsoft Gold Partner** and **Learning and Performance Institute Gold Partner**.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	Microsoft Partner Gold Cloud Productivity  Certified  Corporation 