

1 Day

## Course Overview

Embark on your SharePoint journey with our Future Savvy 1-day course for beginners. Master the essentials of this key online collaboration tool, learning to navigate sites, manage content, and utilize lists. Ideal for new users, this course offers hands-on training with real-world examples, equipping you to immediately apply SharePoint skills in your business setting.

### Course information:

If you're a beginner at SharePoint or want to start using Microsoft SharePoint for business needs, we can help you take full advantage of this widely used Microsoft application, in just 1 day.

The Future Savvy 1-day Microsoft SharePoint for Users course is designed for those who want to hit the ground running with this application. It's a widely used online collaboration tool for businesses and organisations, so knowing how to use it properly can help you make better business decisions.

After our Microsoft SharePoint for Users training, you'll be able to navigate through SharePoint, search documents, content, libraries, and lists. We'll show you all sorts of useful stuff like how to update your SharePoint profile, use SharePoint with Microsoft Office, and access SharePoint from mobile devices. Best of all, our instructors will use real-world examples and provide hands-on training so you can start using it immediately at work!

### What you will learn:

With this Microsoft SharePoint for Users course, you will be able to:

- Open and navigate SharePoint Team Sites
- Work with SharePoint Content
- Use lists
- Use SharePoint with Microsoft Office
- and so much more

By the end of the 1-day instructor-led Microsoft SharePoint for Users course, you'll know how to open SharePoint sites, use lists like a pro and start integrating SharePoint into your workflow immediately.

# Course Outline

## 1. Opening and Navigating SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites

## 2. Working with SharePoint Content

- Adding Documents
- Searching SharePoint

## 3. Using Lists

- Add Items to Lists
- Modifying List Items
- Configure List Views
- Filter, Group, And Sort List Data

## 4. Using Collaboration and Communication Features

- Update and Share Your Profile
- Share and Follow SharePoint Content
- Create a Blog Post

## 5. Using SharePoint with Microsoft Office

- Open and Save SharePoint Documents with Microsoft Office
- Use Document Versions in Microsoft Office
- Access SharePoint Using Outlook 2016

## 6. Accessing SharePoint Using Alternative Methods

- Synchronize OneDrive with SharePoint
- Use SharePoint with a Mobile Device