Power SharePoint for End Users

etopia training SCOTLAND'S TRUSTED TRAINING PROVIDER

![etopia training logo]

◀ About Us

Empowering Scotland since 2002.

At Etopia Training, our mission is to help individuals and organisations across Scotland build the skills and knowledge they need to excel in their careers.

Since 2002, we've offered premium trainer-led courses that foster personal and professional growth. Through our commitment to excellence, trust, and community, we aim to build a brighter future for our clients and contribute to the prosperity of Scotland's organisations.

www.etopiatraining.co.uk

Why choose Etopia?

Expert-Led Classes

Our courses are taught by professionals with years of industry experience. They bring real-world knowledge that goes beyond the basics, ensuring you gain a deep understanding of your software's capabilities.

Hands-On Learning

Our interactive session is filled with practical exercises and real-life scenarios. You'll get to learn real uses for your software based on examples across various different industries.

Satisfaction Guarantee

We take pride in our courses and are committed to providing the best IT & business training available in Scotland. If you are not 100% happy with the outcome of your course, you are entitled to a full refund.

Post-Training Support

Your learning doesn't stop after the course. Each trainee will receive their own digital learning handbook, and we offer 60 days of post-training support to help you with any questions or challenges you encounter.

What is SharePoint?

**Transforming businesses through collaboration**

Your data, visualised

Microsoft SharePoint is a web-based platform that enables organisations to store, organise, and manage their information. Integrating seamlessly with Microsoft 365, it offers tools for document management, team collaboration, and workflow automation. SharePoint can be deployed on-premises or in the cloud, providing flexibility to suit different business needs.

Organisations can use SharePoint to create intranet sites, manage shared documents, and automate workflows. Teams can benefit from features like co-authoring, version control, and advanced search to collaborate effectively. It also supports custom solutions and third-party integrations, making it a versatile tool for enhancing productivity and communication across organisations.

Benefits of SharePoint
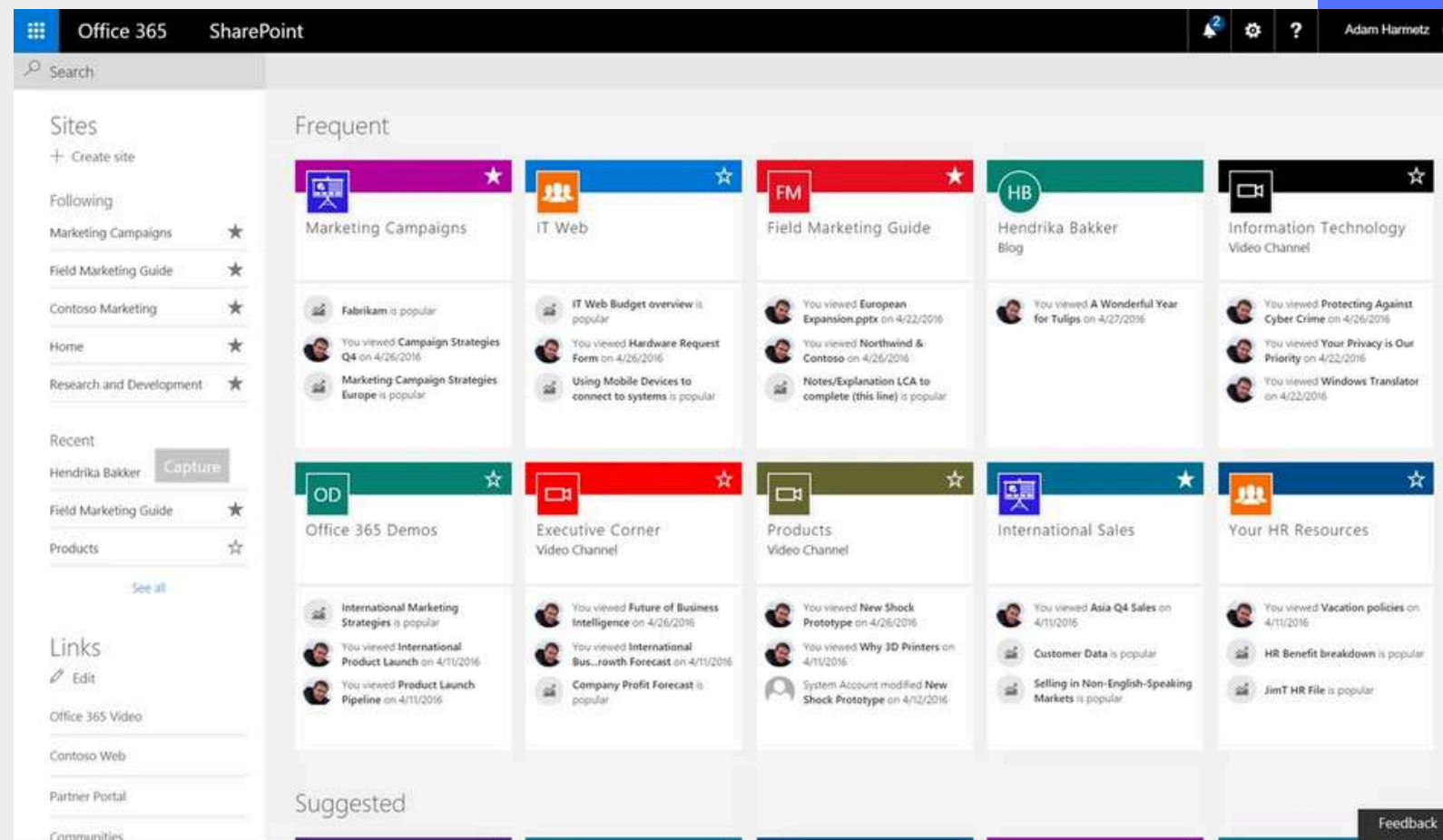
Improved Collaborration:
SharePoint enables teams to work together more efficiently by allowing them to share documents, track tasks, and communicate seamlessly. It supports real-time co-authoring, meaning multiple people can work on the same document at once, improving productivity and teamwork.

Centralised Documents:
SharePoint provides a secure, organised repository for documents and files. It includes version control, so users can track changes, and ensures that the latest version of a document is always available, reducing confusion and duplication of effort.

Customisation & Integration
SharePoint allows businesses to create customised sites and workflows tailored to their needs. It integrates smoothly with other Microsoft 365 tools like Teams, Outlook, and OneDrive, providing a unified platform for collaboration and productivity.

Robust Security & Permissions
SharePoint offers advanced security features, including customisable access controls, encryption, and audit trails, helping businesses protect sensitive information. It ensures that only authorised users can access or modify specific documents or data, supporting compliance with industry regulations.
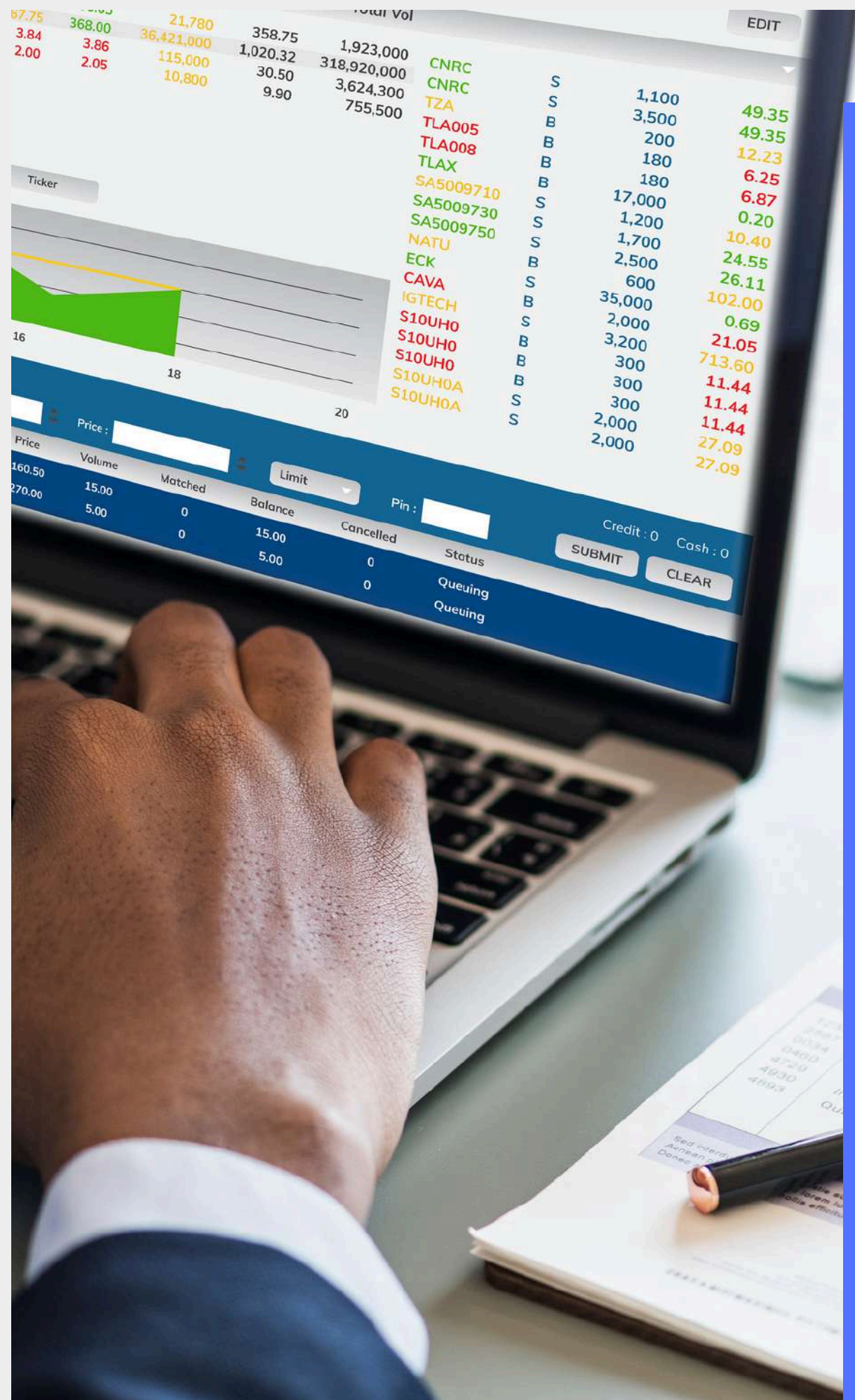
SharePoint for End Users

1 Day Course | Our Training Centre, Online or On-site

This course is designed for anyone who works with Microsoft Office/365 and is looking to improve their day-to-day use of SharePoint. From navigating sites and accessing documents to collaborating with colleagues, you'll learn how to organise content, manage tasks, and share files to make your work more productive and streamlined.

With easy-to-follow lessons and hands-on practice, this instructor-led course will help you become more comfortable using SharePoint in your daily tasks. Upon completion, you'll have the confidence and utilise SharePoint's features and level up your collaboration skills.

View Course

Microsoft Partner

Course Layout

1 Opening & Navigating Sites

First things first, we cover how users access SharePoint sites and navigate through them.

2. Working with SharePoint Content

This is where students will learn how to add documents to SharePoint and search a SharePoint site.

3. Using lists

Here we cover how to add items to lists, modify list items, configure list views, and filter, group, and sort lists.

4. Collaboration & Communication

In this section, students will learn how to update and share a profile, share and follow content, and create a blog post.

5. Using with Microsoft 365

This lesson looks at how to open and save SharePoint documents in Office 365, and how to access SharePoint using Outlook.

1. Opening & Navigating Sites

In this section, you'll receive an introduction to Microsoft SharePoint. We'll discuss what SharePoint is, its major benefits, and some key concepts (such as sites, groups, permissions, lists, libraries, and apps). We'll also explore the key elements of the SharePoint interface.

- What is SharePoint?
- Sites, Groups & Permissions
- Online collaboration
- Navigate SharePoint Sites
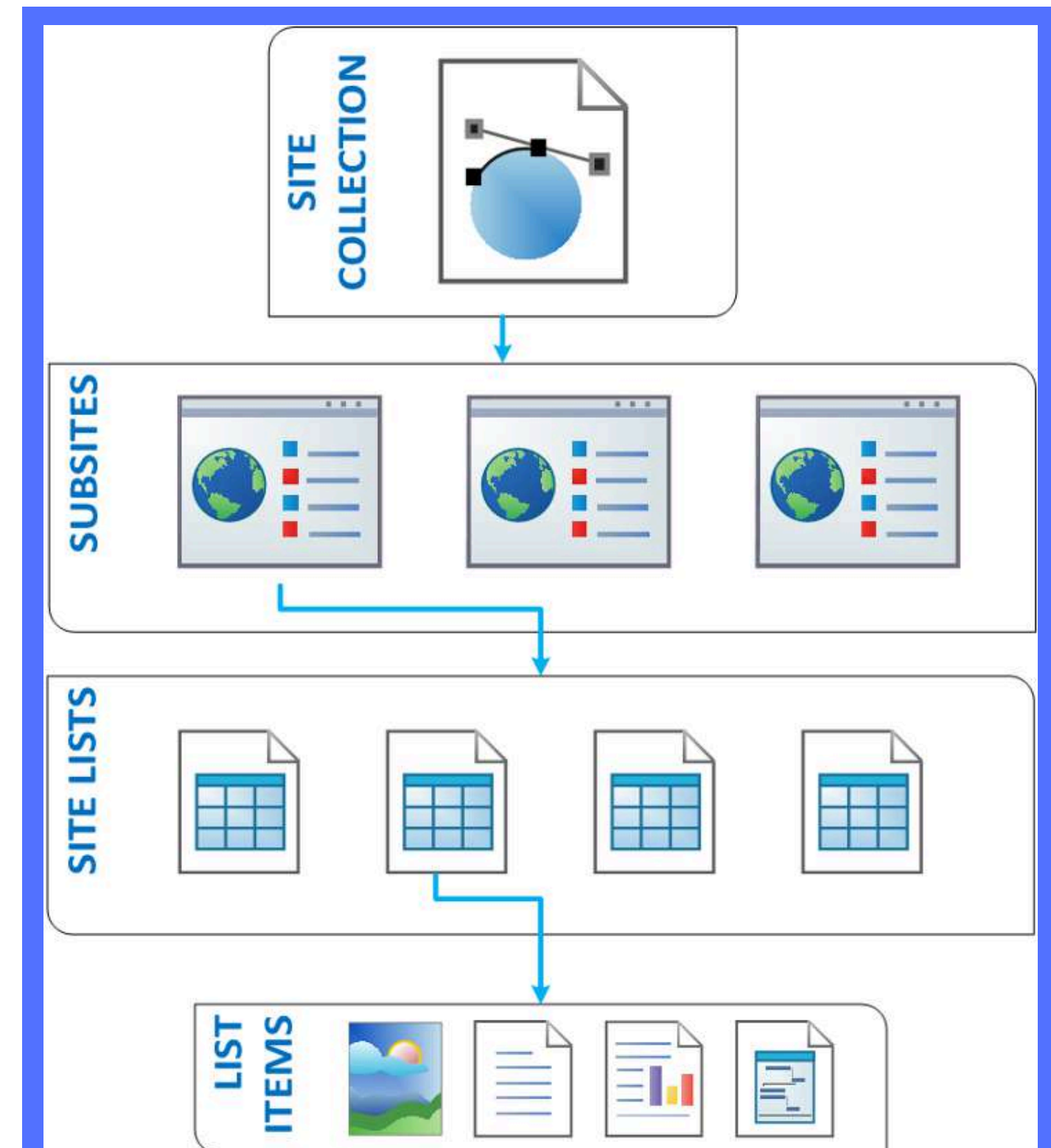
2. Working with SharePoint Content

In this lesson, we cover some of SharePoint's document management features. You'll learn know how to add documents to libraries, edit them with the Office Online apps, search for documents, set alerts, and view document properties.

- SharePoint libraries
- How to add documents to libraries
- How to use Office Online apps with SharePoint
- Keywords & SharePoint search
- SharePoint alerts
- How to view document properties
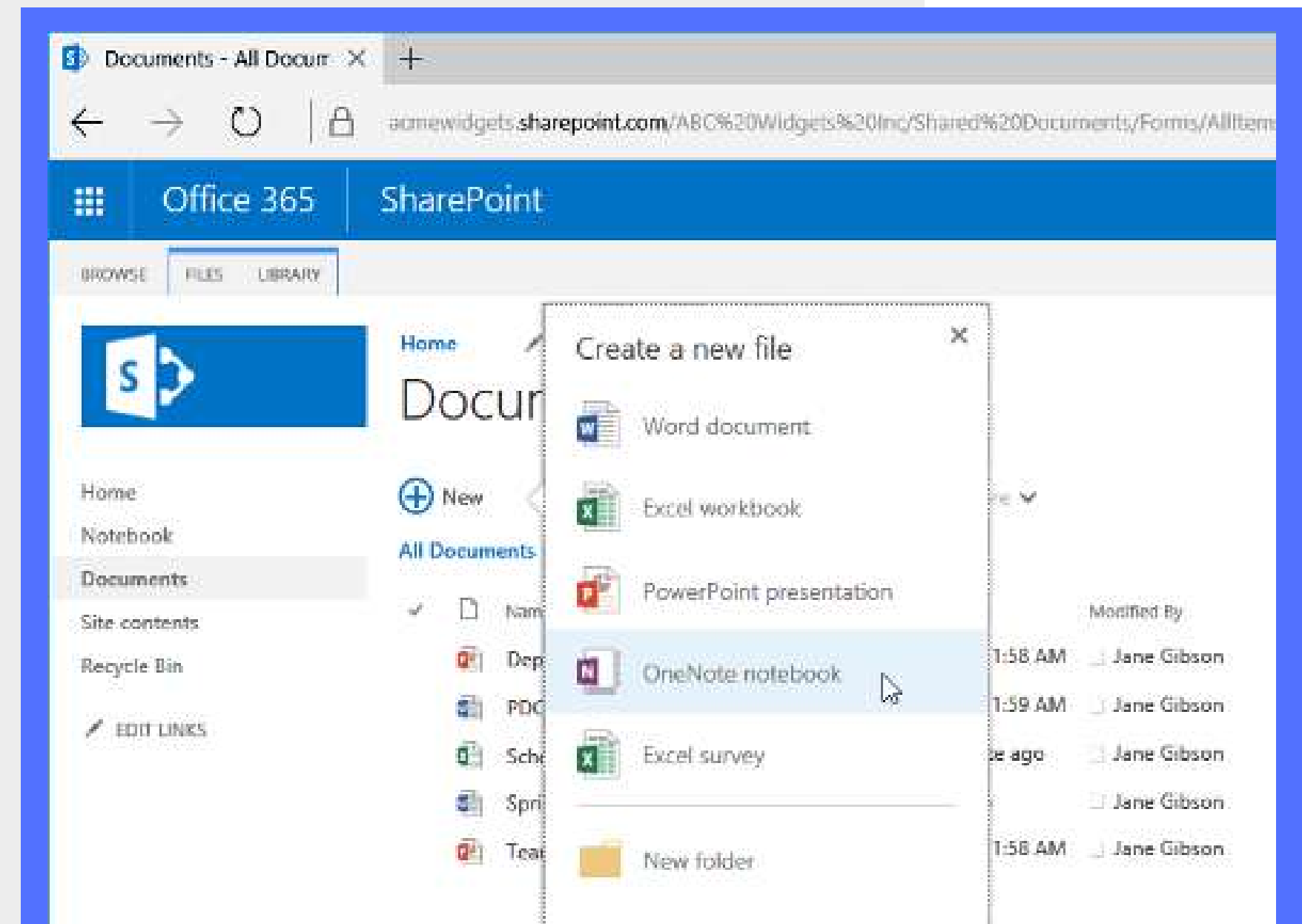
3. Using lists

In this section, we learn all about using lists in SharePoint. You will become familiar with the structure of lists; how to modify list options and item options; configure list views in different ways; and sort, filter, and group data.

- Add items to lists
- Modify list items
- Configure list views
- Filter, group, and sort lists
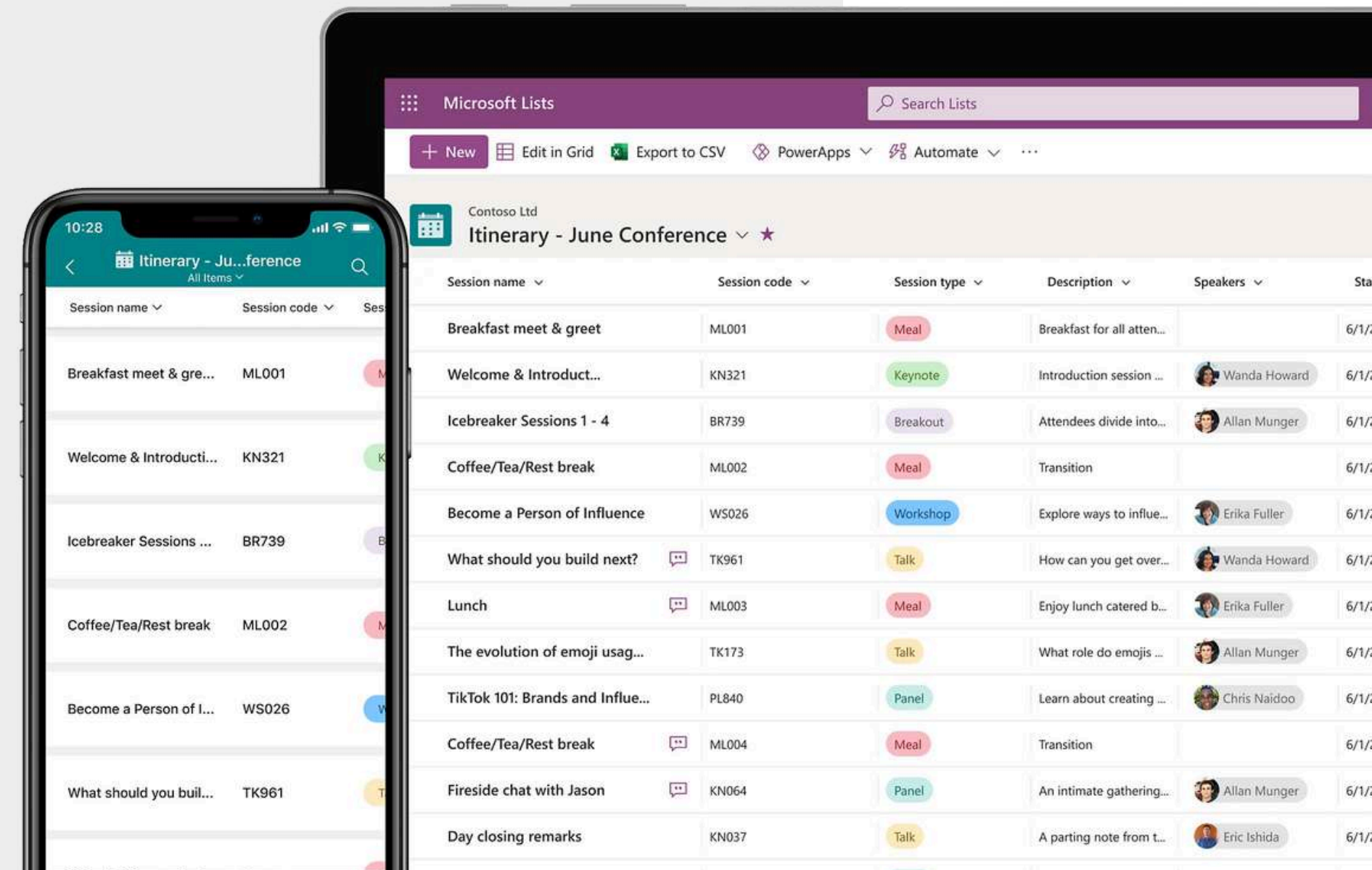
4. Collaboration & Communication

In this lesson, we discuss how to customise your SharePoint experience and use it to communicate effectively with others. You'll learn how to set up your SharePoint profile, share your content, see newsfeeds and create blog posts.

- Update and share your SharePoint profile
- Share and follow SharePoint content
- Create a blog post

5. Using with Microsoft 365

In our final lesson, we'll look at how to use SharePoint with Microsoft Office. This includes learning how to open and save SharePoint documents, use document versioning, recover deleted items, and connect SharePoint to Outlook, and OneDrive.

- Open and save SharePoint documents in Microsoft 365
- Use document versions
- Access SharePoint using Outlook
- Synchronise OneDrive with SharePoint
- Use SharePoint on a mobile device