

## Microsoft SharePoint End Users

**Course Duration: 1 Day**

**Course Price: £275 Per Person | One to One £375**

**Onsite Price from: £495 for 2 Delegates | Additional Delegates £100 Per Person**

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### What is SharePoint?

- ... Understand SharePoint Roles
- ... Understand SharePoint Products
- ... Connect to SharePoint

### SharePoint Sites

- ... Team Site - The Basics
- ... Navigate, Browse and Search
- ... View Site Content
- ... Follow a Site

### Manage Documents

- ... Navigate a Library
- ... Storage Locations
- ... Open, Edit and Save Documents
- ... Upload/Create Document in Library
- ... Share a File, Library and Site
- ... Check-Out / Check-In Documents
- ... Documents in OneDrive
- ... Sync OneDrive to PC
- ... Sync Document Library to PC

### Social Networking in SharePoint

- ... Delve
- ... Search
- ... Social Features
- ... Sharing

### SharePoint Apps

- ... Adding a Built-In App
- ... Create Custom Lists
- ... Import a List from Excel
- ... Libraries and Metadata
- ... Library Custom Columns
- ... Quick Edit
- ... Dynamic Views
- ... Document Versioning
- ... Alerts and RSS Feeds
- ... List/Library Settings

### SharePoint and Office

- ... Outlook and SharePoint
- ... Word and SharePoint
- ... Excel and SharePoint
- ... OneNote and SharePoint
- ... PowerPoint and SharePoint
- ... Co-author in Word and PowerPoint
- ... Co-author in Excel Online
- ... Access and SharePoint
- ... Visio and SharePoint Online