



## Microsoft SharePoint

### Who should attend?

This course is suitable for anyone who wants to learn SharePoint.

### Course Aims & Objectives

What is SharePoint? This 1 - 2-day course is designed to give you a good start to understanding and developing your SharePoint business structure. If you already have some experience in setting up SharePoint, pick the elements from the list below and we shall accommodate a 1-day session to help move you and your business Office 365 and SharePoint forward. Delegates will learn how to:-

- Manage custom apps and their settings
- Import data from an Excel Worksheet into a Custom List
- Customise and manage metadata to meet business data needs
- Customise and manage views to present information on web pages
- Edit Web pages and Web Parts
- Create custom Workflows
- Summarise data using reports

### Course Outline

#### Module 1: Beyond SharePoint End User

- SharePoint Contributor Review
- The user roles of SharePoint
- Types of End Users
- SharePoint Live Updates

#### Module 2: Manage SharePoint Apps

- Built-in App Templates
- Identify your site content
- Create your Apps
- App Settings
- App Settings to consider
- Picture Libraries
- Discussion boards
- Surveys
- Custom Lists from scratch
- Custom Lists from Excel tables

#### Module 3: Advanced Metadata

- Define your Metadata
- Systems and Site Metadata
- Hyperlink / Picture Columns
- Lookup Columns
- Calculated Columns
- Managed Metadata Columns
- Metadata Integrity

- Rating settings

#### Module 4: Working with Views

- Understanding Views
- Managing Views
- Use Styles in Views

#### Module 5: Web Page Editing

- Understand Content Pages
- Site Pages
- Wiki Pages
- Formatting Wiki Pages
- Pictures
- Adding Web Media
- Hyperlinks
- Hyperlink to an Email Address
- Web Part Pages
- Web Parts

#### Module 6: Connect to Microsoft office

- Principles of Office with SharePoint
- Connect to Office
- Connect to Outlook
- Connect to Excel
- Synchronise Data between Excel and SharePoint
- Connect SharePoint with Microsoft Access

#### Module 7: Workflows

- Understanding Workflows
- Enable Workflow Templates
- Add a Workflow
- Manually Start a Workflow
- View Running Workflow History
- Allow, Retire or Remove a Workflow

### **Certification**

Certificates of attendance will be awarded to delegates upon completion of the course.

### **Duration**

1-2 days depending on content

### **Location**

We can offer courses on company premises for a maximum of 8 delegates.