Microsoft SharePoint Site User

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently & effectively. In this course, students will learn how to use a SharePoint Team Site to access, store, and share information & documents.

About This Course

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently & effectively. In this course, students will learn how to use a SharePoint Team Site to access, store, and share information & documents.

Who Should Attend

This course is designed for Microsoft® Windows® and Microsoft® Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks. You will:Interact with SharePoint Team Sites.Work with documents, content, and libraries.Interact in SharePoint.Work with Lists.Integrate SharePoint with Microsoft Office.

Detailed Course Outline

Interacting with SharePoint Team Sites

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

Working with Documents, Content, & Libraries

- Topic A: Upload Documents
- Topic B: Search for Documents and Content

Interacting in SharePoint

- Topic A: Update and Share Your Profile
- Topic B: Follow and Share Content

Working with Lists

- Topic A: Add and Modify List Items
- Topic B: Configure List Views
- Topic C: Filter and Group Data with List Views

Integrating with Microsoft Office

- Topic A: Access and Save Microsoft Office Documents with SharePoint
- Topic B: Manage Document Versions
- Topic C: Work with SharePoint Data from Outlook

Additional Course Details

Nexus Humans Microsoft SharePoint Site User training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft SharePoint Site User course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft SharePoint Site User?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft SharePoint Site User course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft SharePoint Site User training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft SharePoint Site User?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft SharePoint Site User. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft SharePoint Site User?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft SharePoint Site User training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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