



MICROSOFT SHAREPOINT

Description:

Microsoft SharePoint is a versatile, web-based collaboration and document management platform designed to enhance productivity and teamwork. Whether you're managing projects, sharing information, or connecting with colleagues, SharePoint provides the tools to streamline workflows and improve efficiency.

From organizing documents and automating business processes to fostering seamless collaboration across teams, SharePoint bridges the gap between technology and your organizational goals. Its robust features allow you to centralize data, integrate with Microsoft 365 apps, and create dynamic, interactive workspaces tailored to your unique needs. Unlock the potential of SharePoint to transform how your team collaborates, communicates, and achieves results.



We have 2 standard levels of Microsoft SharePoint:

INTRODUCTION

This introductory course is designed to help you navigate and harness the key features of Microsoft SharePoint, enabling seamless sharing and collaboration within your team. Discover how to efficiently explore SharePoint sites, organize information, and streamline communication. You'll learn to create and edit pages, manage shared resources, and utilize modern tools like blogs and team spaces to share knowledge and ideas effectively. By the end of this course, you'll have a strong foundation in SharePoint, empowering you to improve teamwork, enhance productivity and unlock the full potential of this powerful platform.

ADVANCED

This advanced course empowers you to design and build a fully functional SharePoint site tailored to your company's unique needs. Guided by our expert instructor, you'll work with your own content and materials to create a live, customized SharePoint site that enhances collaboration, document management, and team productivity. Explore advanced features such as site structure, permissions, workflows, and integrations to maximize SharePoint's capabilities. By the end of this course, you'll have the expertise to create and manage professional SharePoint sites that align with your organization's goals and requirements.

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***





INTRODUCTION

**Course Code: ITES01 | Course Title: Intro to Collaborative Tools & Features | Duration: 1 Day
Delivery: Face To Face & Live Online**

Course Description:

This introductory course is designed to help you navigate and harness the key features of Microsoft SharePoint, enabling seamless sharing and collaboration within your team. Discover how to efficiently explore SharePoint sites, organize information, and streamline communication. You'll learn to create and edit pages, manage shared resources, and utilize modern tools like blogs and team spaces to share knowledge and ideas effectively. By the end of this course, you'll have a strong foundation in SharePoint, empowering you to improve teamwork, enhance productivity and unlock the full potential of this powerful platform.



Who Should Attend Microsoft SharePoint Training?

- IT Administrators
- Project Managers
- Collaboration Specialists
- Business Analysts

Course Requirements:

No previous experience of Microsoft SharePoint is required however the delegate should have knowledge in basic computer skills.

Course Contents:

- **Getting Started with SharePoint:** Learn the basics of navigating and logging into SharePoint
- **Exploring Linked 365 Programs:** Understand how SharePoint integrates with Office 365 tools
- **Site Navigation:** Finding & following sites & accessing content with ease
- **Using Teams with SharePoint:** Explore collaboration between SharePoint and Microsoft Teams
- **Posting News and Updates:** Create and manage news posts to share updates with your team
- **SharePoint on Mobile:** Learn how to access and use SharePoint on mobile devices effectively
- **Communication Sites:** Understand the purpose and features of SharePoint communication sites
- **Document Libraries:** Open, edit, and manage files using SharePoint's document library tools
- **Integrating OneDrive with SharePoint:** Use OneDrive for seamless file storage and sharing
- **Lists & Tools:** Work with SharePoint lists & recover deleted items with the Recycle Bin
- **Creating Pages & Content:** Build quizzes, surveys and galleries while linking pages to multimedia

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ADVANCED

Course Code: ITES02 | Course Title: SharePoint Master | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This advanced course empowers you to design and build a fully functional SharePoint site tailored to your company's unique needs. Guided by our expert instructor, you'll work with your own content and materials to create a live, customized SharePoint site that enhances collaboration, document management, and team productivity. Explore advanced features such as site structure, permissions, workflows, and integrations to maximize SharePoint's capabilities. By the end of this course, you'll have the expertise to create and manage professional SharePoint sites that align with your organization's goals and requirements.



Who Should Attend Microsoft SharePoint Training?

- IT Administrators
- Project Managers
- Collaboration Specialists
- Business Analysts

Course Requirements:

The delegate needs to have attended the previous stage of the SharePoint course at Pringle PCS or at least, have the equivalent working knowledge using or creating own company SharePoint sites.

Course Contents:

- **Company Handbook Site:** Create & manage a SharePoint site for company policies & procedures
- **Policy:** Develop policies such as disciplinary procedures, equal opportunities and health & safety
- **Support:** Staff-related policies such as parental leave, flexible working & sickness protocols
- **Project Management Tools:** Manage tasks, calendars, libraries & action items for your projects
- **Social Site:** Design sites featuring diaries, event announcements, leaderboards & galleries
- **Interactive Features:** Quizzes and social tools to encourage team interaction and collaboration
- **eLearning:** Link SharePoint with YouTube & other platforms to share video tutorials & resources
- **Content:** Add diaries, downloadable resources & centralize content for employee training
- **Automating Processes with Power Automate (Flow):** Streamline task assignments
- **Sites for Teams:** Build tailored sites to meet the unique needs of different teams and departments

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