Microsoft SharePoint Online for Users

Duration: 1 Day   Course Code: M365SPU

Overview:

In many professional environments today, people work collaboratively in teams and Microsoft SharePoint is a platform designed specifically to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

Target Audience:

This course is designed for Microsoft Windowsand Microsoft Office users who are transitioning to a SharePoint environment,or for existing users who need to access information from and collaborate withteam members on a Microsoft SharePoint Team Site.

Objectives:

- By actively participating in this course, you will learn about the following:

- An Introduction to SharePoint and it's functionality

- The different types of Sites available with SharePoint Online

- How to manage your content and documents in Libraries

- How to sync and share files

- Working with Lists

Prerequisites:

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

Introduction to Microsoft 365 (M365IWA)

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online.

This course is not suitable for MAC users.

Follow-on-Courses:

Microsoft SharePoint Online for Owners (M365SPO)

Microsoft SharePoint Webpages (M365SPW)

Content:

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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