

Using Microsoft SharePoint – 1 Day Training course for end users

Have a real impact on your business productivity

Microsoft SharePoint is Microsoft's fastest growing product and helps business users to run their companies more effectively. Microsoft SharePoint harnesses the power of web technology, with the ease of use of office applications to give users a familiar look and feel to their company intranet.

Who should attend this course?

This course is aimed at users who have very little or no familiarity of SharePoint but who will be required to use SharePoint in their day to day tasks. Users should be familiar with Microsoft Office Applications such as Microsoft Word, Excel, and PowerPoint.

This is a one day course designed to help business users understand the value and power of Microsoft SharePoint. This course is designed to help people really get the most out of SharePoint.

What you will learn

What is SharePoint and what can it do for me? If you're going to be using SharePoint, understand why everyone else uses it!

SharePoint Sites Learn how to build, customise and manage a SharePoint site to share team information.

Collaboration using SharePoint Learn how to share information with other colleagues such as calendars, tasks, project timelines, projects costs etc.

Document Management Learn how to control documents that are in your company using versioning, check in/out functionality and much more.

SharePoint Personalisation Make it YOUR SharePoint – Learn how to personalise and organise your information in SharePoint using custom views and filtering.

Office Integration Learn how Microsoft Office and SharePoint work together to help you work more effectively.

Tips and Tricks Learn the tips and tricks used by everyday SharePoint administrators and power users.

Quick wins

At the end of this one day course, business people will have a deep understanding of what Microsoft SharePoint can bring to their organisation. They will be able to recognise productivity challenges within their organisation and areas where SharePoint can help them achieve quick wins!