SharePoint Basic Training

Duration of Training: 2 hours

Microsoft 365 Basic Training for up to 25 participants   €900
Microsoft 365 Basic Training from 26 participants   €1,500

- The training will be recorded for later viewing.
- The training includes a Q&A session.
- The training agenda is suggestive and can be tailored according to the company's needs.
- It is recommended to map out the specific training needs in a 30-minute pre-meeting with the trainer before the training.
- It is advisable to conduct the training in the client's own SharePoint environment.

The training provides knowledge for Microsoft SharePoint end-users to manage documents. The skills acquired will help the end-user to use SharePoint efficiently, promoting collaboration and document management. The training focuses on the differences between SharePoint and OneDrive and the core functionalities of SharePoint.

SharePoint Overview

- What is the difference between OneDrive and SharePoint?
- Core functionalities of SharePoint
- Navigating site collections, subpages, and libraries
- Finding documents and information in SharePoint
- Document and list limitations

Document Management

- Using documents in the cloud and on the computer
- File Explorer view and document statuses
- Document management and settings
- Collaborating on documents
- Tracking and restoring different versions of documents
- Options and rules for sharing documents
- Storing images and videos

Recycle Bin

- Different levels of the Recycle Bin
- Data retention periods
- Restoring data

Contact Us

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primend

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certification

ISO 9001
ISO 27001
System certification