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SharePoint Advanced Training

Duration of Training: 2 hours

SharePoint Advanced Training up to 25 participants   900€
SharePoint Advanced Training starting 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 users who have some experience, knowledge, and skills to manage and customize the SharePoint environment, enhancing internal organizational collaboration.

Introductory Overview of SharePoint

- 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
- Sharing documents, introduction to SharePoint page sharing policies
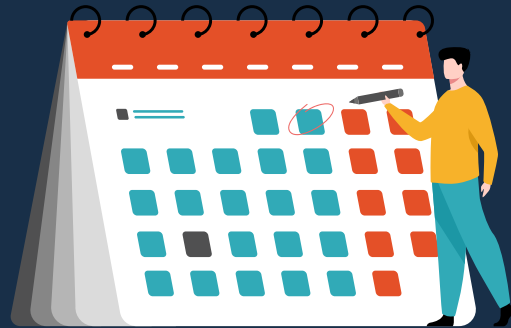- Recycle Bin

Metadata

- Creating fields
- Use cases for metadata
- Filtering and view options
- Examples of automated workflows based on metadata

Calendars

- SharePoint calendar and events

Custom Lists

- Purpose and use cases of lists
- List use scenarios
- Different types of lists and creating views

Contact Us

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