SharePoint for Members Site

Description

Discover our **SharePoint training for Team Sites**! Designed for end users, this SharePoint training will enable you to master the essential features of SharePoint to optimize team collaboration and project management.

Through detailed modules, learn to navigate, create, and modify pages, customize WebParts, manage file libraries, and synchronize lists with Outlook. Join our **SharePoint training for Member Sites** and enhance your daily productivity.

Niveau
Fondamental
Course Content
Module 1: Introduction

- Overview of SharePoint team sites
- Structure of a SharePoint team site
- Roles and responsibilities

Module 2: Working with Team Sites

- Layout of a team site and navigation

Module 3: Working with Pages

- Creating and editing a page
- Inserting images and links

Module 4: Working with Web Parts Inserting/customizing/removing Web Parts **Module 5: Working with Libraries**

- Uploading, creating, and editing files
- Viewing and editing file properties
- Version history
- Setting alerts
- Deleting and restoring files

Module 6: Working with Lists

- Attaching files to list items
- Exporting list items to Excel
- Synchronizing content with Outlook

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each module

Documentation

- Digital courseware included

Participant profiles

- End users who will be responsible for performing member tasks when using team sites in a SharePoint Online environment

Prerequisites

- Practical knowledge of Windows operating systems, Microsoft Office, and websites

Objectives

- Understand the structure and work with SharePoint team sites
- Manage the content of a SharePoint team site (pages, files, list items)
- Work with lists and libraries as a team member

Description
SharePoint training for member sites
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MSP-11