13 Mossbank
Cowdenbeath
Fife
Scotland KY4 9RT
T: 01383 515329
 E: admin@itturningpoint.com

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Introduction to MS SharePoint

Course Duration
1/2 Day (Approximately)

Time
09.00 – 14.00 **or**
11.00 – 16.00

Course Description
Microsoft SharePoint is all part of Office 365 a Software as a service package offered by Microsoft. Enabling more collaboration within companies and individual groups, or teams within organisations. This is a small intro course to the SharePoint environment. To help you make decisions on how you may wish to move forward using elements of the environment.

Course Benefits
The course will provide delegates with:

∞ A basic understanding of SharePoint and what it actually does.
∞ Elements that you can set up to share files and collaborate together
∞ SharePoint site elements and what they actually are who can use them etc.

Course Objectives
Upon successful completion of this course, delegates will have covered:

∞ Creating a Team site in SharePoint
∞ Planning your sites, which departments etc.
∞ Site user permissions and responsibilities
∞ Document Libraries
∞ Sharing Files Etc
∞ Version Management

Prerequisites

Delegates should have a basic understanding of Microsoft SharePoint, two screens hopefully with access to Office 365 environment.

Locations
Generally Delivered via Teams or Zoom
In-House at client's premises, by prior arrangement.
At training facilities in Dunfermline, Fife

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