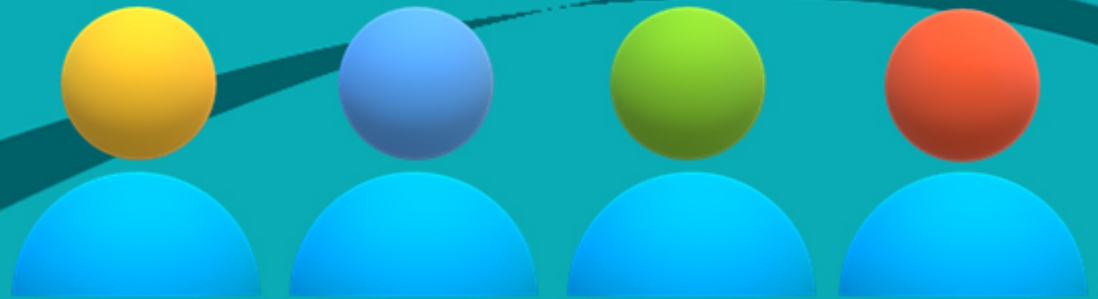
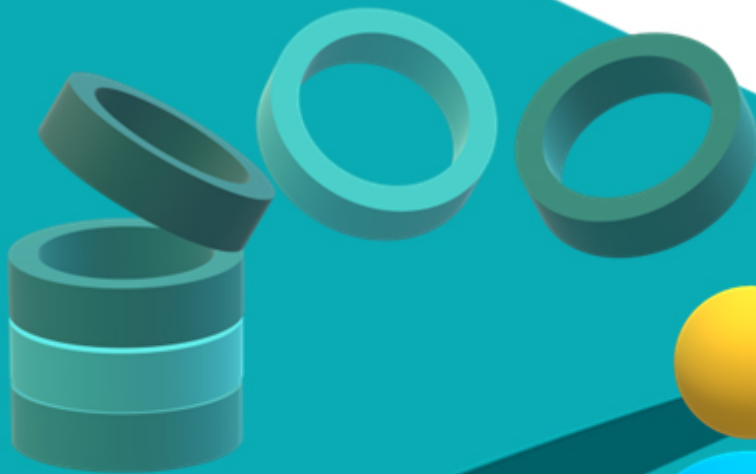




# SharePoint Course for End Users

**Your learning needs are at  
the heart of what we do.**



**By FourSquare Training**



# Microsoft SharePoint End User Topics & Outline: One Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

## Lesson 1: SharePoint Online Getting Started

1. What are SharePoint Online and Microsoft 365?
2. SharePoint site hierarchy
3. Understanding common SharePoint Terminology
4. What is the SharePoint Family Structure?
5. What are SharePoint permission structures?
6. Best Practice for SharePoint

## Lesson 2: Working with Documents and Libraries in SharePoint Online

1. What are SharePoint Documents and Libraries?
2. Understanding library app functions and navigation
3. Uploading individual documents to a document library
4. Uploading multiple documents to a document library
5. Adding metadata to a document within a document library

6. Connecting your libraries to Microsoft Office applications
7. Creating documentation directly within a SharePoint library
8. Document editing in a SharePoint library
9. Document versioning for SharePoint
10. Using email to share documents from a library
11. Exporting library information into MS Excel
12. Recycle Bin policies and deleting documents from a library
13. Recovering documents from the SharePoint Site Recycle Bin

## Lesson 3: Using the View functionality in SharePoint Online

1. What are SharePoint Views?
2. Presenting information with Views
3. Creating a new view layout In a document library or List
4. Creating a 'Filter By' view
5. Collating data in a 'Group By' view
6. Modifying and editing Views
7. Removing Views

## Lesson 4: Understanding and Using Document Sets in SharePoint Online

1. What are Document Sets?
2. Setting up a Document Set within a library
3. Uploading data to populate a Document Set



4. Creating documents within a Document Set

### **Lesson 5: Tracking Information in SharePoint Online**

1. Introduction to Alert functionality. What are Alerts and why to use them?
2. Creating an Alert to track data in a library
3. Creating an Alert to track changes to individual items
4. Managing Alerts within a SharePoint Site

### **Lesson 6: Working with List Apps in SharePoint Online**

1. What are List apps?
2. The Calendar App and its functionality in SharePoint
3. Connecting your SharePoint Calendar to an Outlook Calendar
4. Using a Task App and understanding its functionality
5. Syncing a SharePoint Task List App with Outlook
6. Understanding Discussion Boards
7. Using the Announcement App on a SharePoint Site

### **Lesson 7: SharePoint Online and OneDrive For Business**

1. What is OneDrive and how does it work with SharePoint?
2. Syncing OneDrive with your SharePoint Libraries

### **Lesson 8: SharePoint Online and Delve**

1. What is Delve?

2. Accessing relevant business information across SharePoint, Office365 and OneDrive with Delve
3. Connecting SharePoint to Delve
4. User profiles



What our previous learners have to say:

#### **SharePoint End User Course Feedback**

“Excellent. A good sense of humour and someone clearly passionate about the topic. Really enjoyed! Top marks.”  
*SharePoint end user course virtual classroom*

“Fantastic person. I could do with a BatPhone for the trainer”  
*SharePoint end user course Leeds*

“Always brings her personality and experience into the training which makes it easier to see how things will work for us.”  
*SharePoint end user course London*

“Made the course fun and informative. Would highly recommend \*applause\*.”  
*SharePoint end user course Ilkeston Derbyshire*





### SharePoint Site Owner Course Feedback

“Very informative, friendly and supportive throughout the course. He opened well for questions and always provided a suitable answer.”

*SharePoint site owner course Liverpool*

“Really good, knowledgeable and approachable, very comprehensive info and feel quite well equipped to try all this for myself.”

*SharePoint site owner course Edinburgh*

“Fantastic and I would go so far as to say he was one of the best trainers I have ever had. I cannot wait until his next training session.”

*SharePoint site owner course Portsmouth*

“Beyond expectations.”

*SharePoint site owner course Stockport*



**Scan the QR code  
for more course  
information:**



### SharePoint Power User Course Feedback

“Excellent training, well delivered. Adapted to the audience very nicely. Answered all questions, even those that were tangentially related to course.”

*SharePoint Power User course Weymouth*

“Engaging and lovely and knows his stuff. The course is brilliant, I cannot wait to get it up and running. We would highly recommend it to anyone. Thank you so much.”

*SharePoint Power User course Leeds*

“The trainer's knowledge was excellent and she was happy to answer any questions we had in the wider field such as Teams, even those outside of the SharePoint Online platform.”

*SharePoint Power User course Virtual Classroom*

“The training here went really well and the trainer was brilliant.”

*SharePoint Power User course Hertfordshire*

