

# COURSE OVERVIEW

**Course Name:**  
Microsoft SharePoint  
Modern Experience: Site  
Basics

**COURSE DURATION: 1 Day**

**Gauteng:**

3rd Floor, 34 Whitley Road  
Melrose Arch  
Johannesburg  
2196

**Gauteng:**

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160

**Cape Town:**

3rd Floor, Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000

**Durban:**

9 Mountview Close  
Broadlands  
Mount Edgecombe  
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## COURSE OVERVIEW

Microsoft SharePoint is a platform specifically designed to facilitate communication and collaboration, enabling people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

## COURSE OBJECTIVES

In this course, you will use SharePoint to access, store, share, and collaborate with information and documents.

You will

- Launch a SharePoint site and navigate among the pages and resources provided by the site.
- Use SharePoint lists to track and view information.
- Use document libraries to store and organize documents.
- Find, share, and archive content stored in SharePoint.
- Author documents as a member of a SharePoint team site.
- Use SharePoint workflow automation tools.

## DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities
  - Johannesburg, Durban, Cape Town
- Virtual instructor-led training
- Nationally: on-site at the client

## COURSE CONTENT

### **Lesson 1: Navigating SharePoint Sites**

- Topic A: Launch SharePoint
- Topic B: Gain Access to a Site You Didn't Create
- Topic C: Navigate Within a SharePoint Site
- Topic D: Access SharePoint from Your Mobile Device

### **Lesson 2: Using Lists to Track Information**

- Topic A: Add and Populate Lists
- Topic B: Change View Options
- Topic C: Create a Custom View

### **Lesson 3: Using Document Libraries to Share and Organize Documents**

- Topic A: Store Files in a Document Library
- Topic B: Create and Use Document Templates

### **Lesson 4: Finding, Sharing, and Archiving Content**

- Topic A: Search for Items in Lists or Libraries
- Topic B: Share Through Links
- Topic C: Move Files Offline

### **Lesson 5: Authoring Documents as a Team**

- Topic A: Work Together on Documents
- Topic B: Manage File Versions and Document Recovery

### **Lesson 6: Automating Business Processes**

- Topic A: Use Rule-Based Automation
- Topic B: Use Power Automate to Automate a Workflow