

Introduction to Microsoft SharePoint Course

Tuesday 10th March 2020
9am – 4:30pm





SBK Head Office, S42 5US

What's happening on the day?

Microsoft SharePoint is a browser-based enterprise and document management platform from Microsoft. Whether you're working as a team or an individual, SharePoint helps you organise information, people, and projects.

This course shows you features in SharePoint that will make it easy to store and share information, learn how to find your way around SharePoint sites, and how to create and edit pages. You will also learn to use blogs to share knowledge with team members. No previous experience is required, however should have knowledge in basic computer skills.

Course content includes:

- **What are Document Libraries**
- **Uploading Documents**
- **Creating New Documents**
- **Editing Documents**
- **Saving to a Document Library from Office Applications**
- **Versioning**
- **Check in and Check out features**
- **Document Properties**

Agenda for the day

Registration	9:00
Course begins	9:30
Mid-morning break	10:45
Lunch	12:30
Course re-begins	13:00
Afternoon Break	14:45
Course finishes	16:30

How much does it cost?

£195 + VAT per delegate (includes lunch and refreshments throughout the day)

How to register

Please get in touch to request a booking form or for more details. **Places are reserved on a strict first come first served basis.**

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