

SharePoint Fundamentals (£2250 plus VAT)



OFFICE 365: PLAN C

You've moved to Office 365, and you're getting to grips with some of its most innovative features.

This might be the first time you've had access to SharePoint, as it was previously the domain of the large enterprise. You now have what we like to call 'the ultimate collaboration tool' at your fingertips.

Our SharePoint Fundamentals course will introduce you to the basic functionalities of SharePoint, including custom SharePoint lists and communication sites, as well as more sophisticated solutions like document management.

We'll show you a proof of concept example of the enterprise-level solutions you can implement with SharePoint and tailor this to your specific business requirements.

Day 1



Morning:

- Introduction to SharePoint in Office 365

Afternoon:

- Web parts

- Creating sites

- Document management

- Permissions

Day 2



Morning:

- Custom lists

Afternoon:

- Communication sites

- Navigation look and feel

- Proof of concept example – Let's solve a real problem

Day 3



All day:

- Complete proof of concept example

- Agree roadmap of business processes which could reside in SharePoint

