



Microsoft 365 SharePoint - Course Summaries

Please email wendy@buildyourskill.co.uk for more details.

Introduction to SharePoint (Half Day)	Advanced SharePoint - Document Control (Half Day)
<p>What is Share Point Online?</p> <ul style="list-style-type: none">• How does SharePoint store information• Library• Lists <p>Site Types</p> <ul style="list-style-type: none">• Team Site• Communication <p>Site Getting Started</p> <ul style="list-style-type: none">• Creating a Team Site• Team Site Navigation <p>Creating A Document Library</p> <p>Creating Folders and Files</p> <ul style="list-style-type: none">• Creating a New or File• Renaming Documents• Uploading files <p>Creating a Column</p> <p>Using the Alert Me Feature</p> <p>Adding News to Site</p> <ul style="list-style-type: none">• Blank / Visual / Basic Text• Title Area• Upload Images and Adding Text <p>Planner Integration</p> <ul style="list-style-type: none">• Progress, Priority, Notes & Checklists• Re-naming "To Do" & Adding to Planner• Task overview with Charts <p>Lists and OneNote Notebook</p> <p>Editing A Sharepoint Site</p> <ul style="list-style-type: none">• Add a new web part (Text, Media, Content, Lists, Libraries)• News, People and Events• Data Analysis & Regional Information• Changing Navigation & Pane Names <p>Creating A Communication Site</p> <ul style="list-style-type: none">• Choosing a Design• Topic• Showcase	<p>Document Control Features</p> <ul style="list-style-type: none">• How document libraries support controlled file storage• Check documents in and out to prevent conflicting edits <p>Version History</p> <ul style="list-style-type: none">• Track changes and document history over time• Restore previous version when errors or overwrites occur <p>Setting Up Document Alerts</p> <ul style="list-style-type: none">• Alerts for files to track edits or activity• Choosing recipients (Admin Only)• Delivery method and timing• Use Alerts to stay informed <p>Adding and Formatting Columns</p> <ul style="list-style-type: none">• Date & Time• Responsible Person• Column Formatting• Delete Columns• Using Themes <p>Automation</p> <ul style="list-style-type: none">• Request Sign Off from colleagues or line managers• Set a Reminder to follow up or review dates <p>Creating Document Templates</p> <ul style="list-style-type: none">• Save time by standardising layout & structure <p>Embedding Forms on SharePoint</p> <ul style="list-style-type: none">• New form• Add existing form <p>Linking SharePoint with other Microsoft 365 Apps</p> <p>Regional Settings</p> <ul style="list-style-type: none">• Changing Time Zone