



MICROSOFT TRAINING

Microsoft Sharepoint Course

Master Microsoft SharePoint for enhanced team collaboration, document management, and site administration. Optimize business workflows and secure data sharing.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate Microsoft SharePoint course is meticulously designed for IT professionals, team leaders, and power users eager to harness the full collaborative power of SharePoint. Over two focused hours, you will delve into advanced features, mastering how to create dynamic, efficient, and secure collaborative environments. The course primarily covers Microsoft SharePoint Online, the cloud-based iteration, and introduces key concepts applicable to SharePoint Server.

Participants will gain practical expertise in advanced document management, intelligent list customization, and granular permission control, essential skills for optimizing team productivity and information governance. By the end of this intensive training, you will be equipped to design, implement, and manage robust SharePoint solutions that streamline workflows, enhance communication, and ensure data integrity within your organization, making you an invaluable asset in any modern digital workplace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Deep Dive into SharePoint Site Structures & Navigation

- Understanding Modern SharePoint Sites (Team Sites, Communication Sites)
- Navigating SharePoint Hub Sites and associated sites
- Advanced Search and Content Discovery techniques
- Configuring Site Pages and News for effective communication

02 Module 2: Mastering Document Libraries for Collaboration

- Advanced Document Versioning and History Management
- Setting up Content Types and Metadata for Libraries
- Implementing Document Approval Workflows (out-of-the-box or simple Power Automate)
- Sharing and External Collaboration Best Practices for Libraries

03 Module 3: Customizing Lists and Enhancing Data Capture

- Creating and managing custom lists with advanced column types (lookup, calculated, person or group)
- Configuring List Views for specific business needs and data filtering
- Integrating SharePoint Lists with Microsoft Teams and Power Apps (overview)
- Leveraging list templates for rapid deployment

04 Module 4: Permissions Management and Site Governance

- Understanding Permission Inheritance and Breaking Inheritance
- Managing SharePoint Groups and Permission Levels (full control, edit, read)
- Implementing granular permissions for specific content, lists, and libraries
- Best practices for maintaining site security and compliance with organizational policies

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **SharePoint Site Administrator**
- > **Collaborative Solutions Specialist (Microsoft 365 Focus)**
- > **Digital Workplace Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: What specific business problems will I be able to solve using the skills gained from this intermediate Microsoft SharePoint course?

This course will empower you to solve common organizational challenges such as disorganized document storage, inefficient team collaboration, lack of version control, and difficulties in tracking project tasks. You'll learn to implement structured content management, streamline communication through dedicated sites, automate basic approval processes, and establish robust security for sensitive information, ultimately enhancing productivity and data governance.

Q: Are there any prerequisites or prior knowledge recommended before taking this intermediate Microsoft SharePoint course?

Yes, while not strictly mandatory, it is highly recommended that participants have a basic understanding of SharePoint fundamentals. This includes familiarity with navigating SharePoint sites, creating basic document libraries and lists, and understanding core Microsoft 365 concepts. This course builds upon that foundational knowledge, diving deeper into more advanced administrative and power user functionalities.

Q: How does this course prepare me to integrate SharePoint effectively with other Microsoft 365 services like Teams or OneDrive?

This course provides insights into SharePoint's role as the foundational content service for many Microsoft 365 applications. You will learn how SharePoint libraries underpin files shared in Microsoft Teams and how OneDrive for Business leverages SharePoint's infrastructure. While the primary focus is SharePoint, we will touch upon integration points and best practices for creating a cohesive digital workplace, ensuring you understand how to leverage these services together seamlessly.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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