



MICROSOFT TRAINING

Microsoft Sharepoint Online

Learn to effectively manage content, documents, and team collaboration using Microsoft SharePoint Online. Build powerful sites and optimize your organization's productivity.

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-level Microsoft SharePoint Online course is designed to equip IT professionals and power users with the essential skills to effectively leverage SharePoint Online within their organizations. As a cornerstone of the Microsoft 365 ecosystem, SharePoint Online provides robust capabilities for document management, team collaboration, and information sharing, all hosted securely in the cloud. Participants will gain hands-on experience in creating and managing SharePoint sites, organizing content with libraries and lists, and establishing secure access controls. This course delves into the core technologies that drive SharePoint Online, offering practical insights into its architecture and integration capabilities. You will learn to navigate the platform confidently, customize site elements to meet specific team needs, and implement best practices for content governance.

By mastering SharePoint Online, you will significantly enhance your ability to streamline communication, boost team productivity, and manage organizational knowledge more efficiently. The skills acquired are directly applicable to improving workflows, consolidating information, and fostering a collaborative digital environment. This certification is ideal for anyone looking to optimize their organization's use of Microsoft 365 for internal collaboration, project management, and secure document storage, ultimately contributing to a more connected and productive workplace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with SharePoint Online

- Introduction to SharePoint Online in Microsoft 365
- Understanding Site Types: Team Sites and Communication Sites
- Navigating SharePoint Sites and User Interface
- Working with Pages and Web Parts
- Exploring the SharePoint Home Page and Microsoft Graph integration

02 Module 2: Document Management with Libraries

- Creating and Configuring Document Libraries
- Uploading, Syncing, and Sharing Documents
- Version History, Check-in/Check-out
- Co-authoring and Real-time Collaboration
- Understanding Metadata, Content Types, and Column Management

03 Module 3: Enhancing Collaboration with Lists

- Creating and Customizing SharePoint Lists
- Using List Templates (Tasks, Calendar, Announcements)
- Integrating Lists with Microsoft Teams
- Working with Views and Filters
- Introduction to Microsoft Lists and Power Apps for custom forms

04 Module 4: Managing Permissions and Security

- Understanding SharePoint Permission Levels
- Managing Site, Library, and Item Permissions
- Working with SharePoint Groups and Microsoft 365 Groups

- Sharing Content Securely Externally and Internally
- Best Practices for SharePoint Security and Access Control

05 Module 5: Site Customization and Navigation

- Customizing Site Layouts and Themes
- Creating and Managing Site Navigation (Hub Sites, Mega Menus)
- Adding and Configuring Web Parts for Enhanced Functionality
- Basic Branding and Look-and-Feel Adjustments
- Understanding Site Designs and Site Scripts

06 Module 6: Governance and Search Fundamentals

- Basic Principles of SharePoint Site Governance
- Managing Content Lifecycle and Retention Policies
- Utilizing SharePoint Search effectively
- Refining Search Results and Querying Content
- Introduction to Site Usage Analytics and Reporting

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **SharePoint Site Administrator**
- > **Digital Workplace Solutions Specialist**
- > **Collaborative Content Manager**

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge or technical background is recommended before enrolling in this Microsoft SharePoint Online course?

While this is an intermediate course, participants should have a basic understanding of Microsoft 365 services and general computer literacy. Familiarity with navigating web applications and fundamental document management concepts will be beneficial. No prior SharePoint experience is strictly required, as the course will cover core functionalities from a practical perspective, but a willingness to learn new cloud-based collaboration tools is key.

Q: How will mastering SharePoint Online in this course directly impact my organization's ability to manage projects and share information efficiently?

Upon completion, you will be proficient in setting up collaborative Team Sites for projects, managing version-controlled documents, and creating structured lists for tasks or issue tracking. This directly translates to improved project organization, reduced email clutter through centralized information, and enhanced real-time collaboration among team members, leading to faster decision-making and project delivery.

Q: Beyond basic document sharing, what advanced features or integrations will I learn to leverage in SharePoint Online to optimize my digital workplace?

This course will introduce you to advanced features such as leveraging content types and metadata for robust information architecture, integrating SharePoint Lists with Microsoft Teams for streamlined workflows, and customizing forms with

Power Apps for improved data collection. You will also learn about Hub Sites for cohesive site organization and best practices for creating intuitive site navigation, moving beyond simple document storage to a truly integrated digital workplace.

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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